

## ADV Valued Partners

Our team at ADV believes great partnerships enhance and enrich our business.

Our clients benefit from an array of products and services focused on successful system implementations, end-user acceptance, and staff productivity.



Our Preferred Training Vendor, Education Partners Inc., brings an extraordinary set of training related products and services to complement the depth of offerings we provide around both records and document management software, systems, and technical consulting services.

Together, our organizations bring the “best of class” to each client project.

## Technical Training

A unique blend of training and consulting, our EP’s Technical Training programs are designed to prepare IT staff and Project Team members for the many decisions to be made around a desktop software upgrade or new system implementation.

- SmartStart for Office 2007
- OpenText DM 5.2 (eDocs) Tech Training
- Autonomy iManage Tech Training

## Enhanced Document Production Environment

EP Consultants work collaboratively with your staff to review and evaluate your document production environment, seeking ways to simplify and streamline your processes to increase productivity as your Firm moves toward a desktop refresh. Working within native Microsoft Word, we introduce easy-to-use templates, tools and custom ribbons. A site license provides the starting environment, templates and tools, we then transition our knowledge to your staff during implementation, and create a firm-specific ribbon and custom templates to meet the global firmwide needs, as well as the unique needs of specific practice areas.

## Training Outlines

Training Outlines are customized by Education Partners to meet your audience-specific learning objectives. Multiple software applications are often blended into one learning experience—highlighting best practices for working with the new desktop software.

## Reference Materials

Standard and Custom Quick Reference Cards and materials provide post-training performance support tools and help your users find answers quickly. Plan to License the electronic versions of EP’s reference materials to post on the Firm’s intranet.

## End User Training

Education Partners provides Training programs designed to create meaningful learning experiences in the time available. Software Previews delivered via eLearning visual demos or across a flexible web-delivered presentation with conference call connection, allow your staff to participate on their own terms and at a time that fits their schedules. Instructor-led training can be delivered in short & sweet 30-minute demos followed by Q&A or can range from 45-minute hands-on sessions to more intensive 2-hour to 3-hour sessions to help your staff return to their desks ready to work.

## Deskside Support

Senior level trainers provide “just-in-time” support, desk side. Maintain a calm and productive work environment, throughout a desktop upgrade or the introduction of a new system, by having EP Trainers provide the “glue” that holds things together while your staff is in transition.

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e-mail: [ellen@EducationPartnersInc.net](mailto:ellen@EducationPartnersInc.net)

office: 952-472-5606

mobile: 612-239-5696