

# END USER APPLICATION TRAINING



[www.ddls.com.au](http://www.ddls.com.au)

DDLS delivers learning solutions to help your people and organisation stay ahead of the technology curve now, and in the future.



**END USER APPLICATIONS**

# SCALE THE SKILLS OF YOUR PEOPLE.

Modern organisations rely on desktop applications to maximise efficiency and productivity. DDLS will equip your people with tips, tricks and techniques that will make the most of your organisation-wide investment in applications.

DDLS also has extensive experience as a solution provider of large application migration roll-outs to reduce time-to-productivity.

Training can be fully customised to meet your specific needs. Choose from a range of flexible delivery options at our training centres, on your premises or remote delivery.

## CHOOSE HOW YOU TRAIN

- Instructor-led training – hands-on half or full day core product training in classroom-based sessions for groups of 12 people
- Virtual instructor-led training – connect to a virtual classroom and instructor from your own computer
- DDLS Anywhere – mobile classroom for wherever you are
- Seminar-style for larger groups
- Webinars
- One-on-one coaching

***Choose a scheduled class or talk to us about your requirements and we'll design and deliver just what you need.***



INSTRUCTOR  
LED TRAINING



VIRTUAL  
INSTRUCTOR  
LED TRAINING



DDLS  
ANYWHERE  
TRAINING



SEMINAR-STYLE  
LARGER GROUP  
TRAINING



WEBINAR  
TRAINING



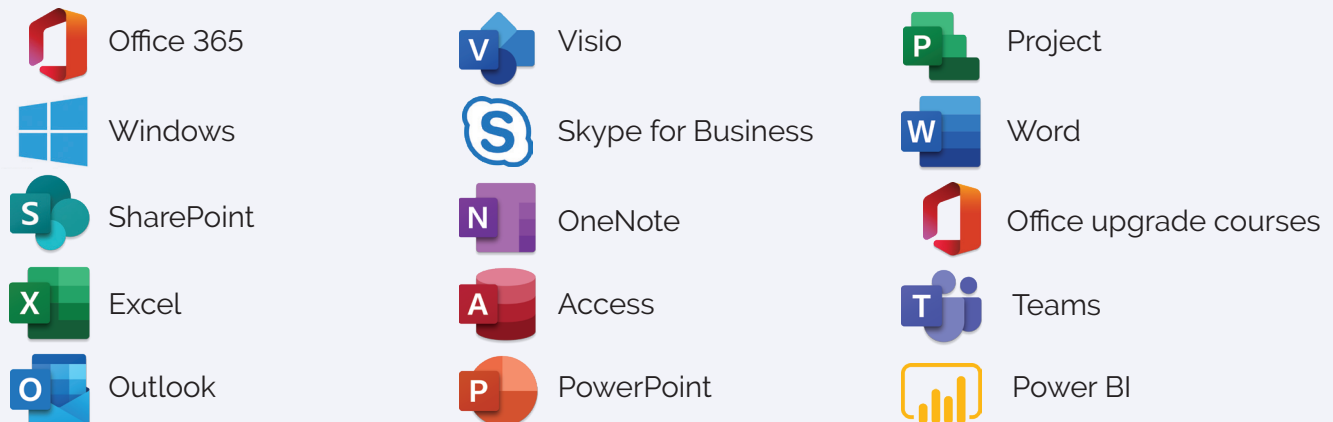
ONE-ON-ONE  
COACHING

# POPULAR COURSES

DDLS understands that modern office applications are widely used across your organisation to maximise efficiency and productivity. With a large investment in this ubiquitous technology, your people need the skills and knowledge to use the most popular applications to their full potential. Here's a few of our most popular courses:

- Microsoft Excel 365 - Part 1 & 2
- Microsoft Office 365 - Part 1 & 2
- Microsoft Teams
- Microsoft Excel - Part 1, 2 & 3
- Microsoft Word 2016 - Part 1, 2 & 3
- Microsoft Project 2016 - Part 1 & 2
- Microsoft Powerpoint 2016 - Level 1 & 2
- Microsoft Outlook 2016 - Level 1 & 2
- Microsoft Access 2016 - Level 1, 2 & 3
- Microsoft OneNote 2016
- Microsoft Windows 10
- Microsoft Office 2016 - Essentials

## MICROSOFT END-USER COURSES



# CUSTOM LEARNING SOLUTIONS.

Every organisation is different. And while DDLS has over 700 instructor-led training courses covering key technologies and processes, we understand that often you might need learning solutions tailored to your specific needs.

It might be time constraints, privacy concerns or specific learning outcomes that means you need a solution designed just for your organisation. Or you are rolling out an organisation-wide technology upgrade and need training done fast and effectively. We're here to help.

## WHAT CAN WE DO FOR YOU?

### Express Learning

Deep dive into an application, reduced training time and the specific knowledge your team needs.

### Bespoke Technology

Create documentation, custom training modules and delivery of training to your organisation.

### In-house Training

Expert instructor-led training delivered on your premises or to remote team members.

### e-Learning Tools

Custom creation of e-Learning tools including online training modules and video training.

### Learning solutions to meet your needs

DDLS takes the time to listen, and work closely with your team to craft the best learning solution to meet your organisational goals. Our expert team and breadth of resources means we can scale to meet your needs and deliver the specific training and results you require.



EXPRESS  
LEARNING



BESPOKE  
TECHNOLOGY



IN-HOUSE  
TRAINING



E-LEARNING  
TOOLS





# 5 REASONS TO USE DDLS FOR YOUR END USER APPLICATION TRAINING.

1. Increase productivity and maximise efficiency
2. Close knowledge gaps allowing for more time on required tasks
3. Less pressure on IT resources as end users are equipped with the right skills
4. Cost effective way to deliver tailored training
5. Delivered the way you want it



# WE'RE HERE FOR YOU.


To build the skills of your people and teams to future-proof your digital organisation, get in touch with us today.

Our consultants are standing by to help you choose from one of over 700 instructor-led courses or to help create a more customised training solution to suit your needs.

**Speak to a consultant**  
1800 853 276

**Email**  
training@ddls.com.au

**Find out more**  
www.ddls.com.au

 <https://www.linkedin.com/company/ddls>

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