



Technology Training for Employers

Surviving in today's economy and business world requires adaptation. As businesses strive towards the future technology continues to evolve and play a role in the workplace. Organizations that embrace technology can thrive, while those that fail to recognize this shift may gradually lose their market share. This training session, on technology is a starting point for understanding its potential. By leveraging technology, you can enhance speed, efficiency, professionalism and save time. This one-day training program can enable your employees to gain an edge, over competitors and reap the benefits that technology offers.

Course Overview

At the beginning of the session participants will have an opportunity to introduce themselves and discuss what will be covered during the workshop. Additionally, participants will be able to identify their learning objectives.

This workshop aims to assist you in training participants, on aspects including;

- Creating a technology environment in your workplace
- Maximizing the use of computers, telephones, instant messaging, email, contact management applications and scheduling software
- Enhancing communication with the IT department
- Making informed choices regarding software and training options
- Establishing an IT budget
- Setting expectations and responsibilities for security and privacy matters
- Ensuring employee safety and well being
- Developing and implementing a system usage policy
- Implementing effective policies for managing company property
- Evaluating the feasibility of telecommuting for employees
- Successfully implementing telecommuting practices
- Addressing issues related to workplace anger
- Resolving technological challenges

Making Your Company a Technology-Friendly Place

To kick off the session we will explore strategies to encourage staff members utilization of technology. Additionally, participants will engage in solving a case study problem

Conquering Computers

During this session participants will receive tips on communication, with Information Technology staff.

Choosing Software Wisely

In this session, we will delve into a three-step decision making process when it comes to selecting software. Participants will have the opportunity to apply this process through a case study exercise.

Technical Training

In this session we will be covering types of training. Sharing some helpful tips.

Establishing an IT Budget

Managers hold the responsibility of determining the amount of technology related expenses, for their departments. We will explore a step that can assist participants in creating an IT budget.

Security and Privacy

During this session participants will engage in group discussions, both large, to address concerns regarding computer privacy and security within the workplace.

Controlled Networks versus Uncontrolled Networks

This session aims to provide a brief technical overview of how networks function, including methods that companies can employ to manage Internet access effectively.

Ergonomics

With a growing number of workers utilizing computers there has been an increase in Repetitive Strain Injuries (RSI) leading to expenses, for employers. This session focuses on discussing and demonstrating techniques that participants can adopt to minimize their risk of developing RSI.

System Usage Policies

Irrespective of its size every organization should have a policy outlining the utilization of technological resources. We will examine the components of such a policy. Review a sample as well.

Safeguarding Company Property

During this session we will delve into rules regarding etiquette. Participants will have an opportunity to practice these skills through engaging in role plays.

Time Saving Tools

In this session we will explore methods to effectively utilize email programs, contact management programs and scheduling software in order to optimize your time.

Telephone Etiquette

This session will provide insights into tips, for telephone etiquette including maximizing the benefits of voice mail.

Instant Messaging

Over the years messaging (IM) has gained popularity. We will delve into the etiquettes of IM communication and decode used acronyms.

Telecommuting

The advent of high-speed internet and technological tools has made telecommuting an option for individuals. During this session we will discuss what telecommuting entails how to determine if it is suitable for an employee and how to adequately prepare employees for telecommuting. Additionally, participants will engage in a case study activity.

Workplace Rage

Technological challenges often lead to frustration, among individuals. This session aims to address the costs associated with rage effective management strategies and preventive measures.

Troubleshooting Issues

While this workshop has primarily focused on enabling supervisors to create technology workplaces and leverage technology for convenience it is important to acknowledge that obstacles may arise. We will explore approaches to tackle these issues effectively. Participants will also get a chance to engage in conversations, about situations and potential resolutions.

A Checklist for Policies and Procedures

To conclude the workshop, we will examine policies and procedures that you might consider implementing to handle technology.

Wrapping Up the Workshop

Towards the end of the session participants will have an opportunity to inquire about any doubts they may have and complete an action plan.

Visit <https://paramountraining.com.au> for more information or call 1300 810 725

