The Roaming Trainer

Peak's Roaming Trainer provides one-to-one Microsoft Office Suite assistance

Learning: About the course

Peak's Roaming Trainer, Jack Coad, can be engaged to help troubleshoot documents for your officers or to provide one-to-one assistance/training. For example, an officer may have trouble with formulas within a document or may want training in macros, or mail merge or other. Our Roaming Trainer can assist up to 8 officers within the one day, sitting with them at their workstations. It is preferred that a rough schedule of around one hour per person be arranged for the trainer to follow.

Course Topics

- Troubleshoot documents

- One-on-one training (max 1 hour pp)

- Personal assistance with MS Office Suite documents or training

Course Details

Delivery:	In person
Structure:	Face to Face
Time:	As required with a one day timeframe
Class Size:	Max 6-8 per day
Cost:	On request

About the Trainer

Jack Coad is a Senior PC applications trainer having begun training in computing systems in 1980. Jack was a serving member of the RAAF in the CSD [Computing Services Division] and was responsible for all training for computer operators and electronic data processing operators.

Jack is an expert Microsoft Office Suite trainer, training at all levels and in all versions.