

# EDUCATIONAL SERVICES



**Experience an open, mobile, flexible platform** with a secure, scalable infrastructure for implementation ease, lower total cost of ownership, and peace of mind.

HumanConcepts offers a full suite of training courses available through our Educational Services. Our courses are designed to provide you with the skills you need to make the most of your investment, and give you the knowledge and tools you need to meet your organizational objectives. The services we offer cover everyone from administrators to end users, as well as addressing all of your custom educational needs.

The courses cover a wide variety of topics and use cases, including both basic and advanced material and are scheduled in a manner that maximizes the learning process and saves time for the customer.

## Training Courses

### Current Version:

*HumanConcepts Organizational Planning Suite*

#### 1. End-User: Fundamentals

**Course Description:** End-User training provides a quick introduction to our next generation platform. It is intended for end users that need to view, search, navigate, print and publish org charts. End users that need to model or plan should consider advanced user training.

**Length:** 1 hour

**Delivery Format:** Web-based, Instructor-led, Train-the-Trainer

**Prerequisite:** None

**Audience:** Executive, Exec. Assistant, HR Staff, HR Consultant, Line Manager, Individual Contributors

#### 2. End-User: Beyond the Basics

**Course Description:** Advanced User Training is intended for users who need to modify org charts before sharing, printing or publishing and for users who are interested in planning using org charts.

**Length:** 2 hours

**Delivery Format:** Web-based, Instructor-led, Train-the-Trainer

**Prerequisite:** HumanConcepts *Visualize*

**Audience:** HR staff, Executive Admins, Line Managers, Line Directors

#### 3. End-User: Comprehensive

**Course Description:** Combines the End-User Fundamentals and Beyond the Basics training into a single, comprehensive course.

**Length:** 3 hours

**Delivery Format:** Web-based, Instructor-led, Train-the-Trainer

**Prerequisite:** None

**Audience:** Executive, Exec. Assistant, HR Staff, HR Consultant, Line Manager, Individual Contributors

#### **4. Admin-User: System Configuration and Security**

**Course Description:** System Configuration and Security training is intended for the IT or HR person responsible for system administration of *HumanConcepts Organizational Planning Suite*. Org chart presentation is covered in the Presentation Training Class.

**Length:** 4 hours

**Delivery Format:** Web-based, Instructor-Led, Train-the-Trainer

**Prerequisite:** None

**Audience:** *HumanConcepts Organizational Planning Suite* Administrators

#### **5. Admin-User: Presentation/Visualization**

**Course Description:** Presentation Training is intended for the IT or HR person responsible for managing the presentation of org charts and directories.

**Length:** 4 hours

**Delivery Format:** Web-based, Instructor-Led, Train-the-Trainer

**Prerequisite:** None

**Audience:** *HumanConcepts Organizational Planning Suite* Administrators

#### **6. Admin-User: Comprehensive**

**Course Description:** Combines System Configuration and Security Training and Presentation/Visualization Training into a single, comprehensive course.

**Length:** 1 Day

**Delivery Format:** Web-based, Instructor-Led, Train-the-Trainer

**Prerequisite:** N/A

**Audience:** *HumanConcepts Organizational Planning Suite* Administrators

#### **7. Custom Training**

**Course Description:** Because generic courses may not be the best fit for every organization, HumanConcepts will work with you to create a customized course that covers specific use

cases as unique as your company. Training material is customized for your implementation.

**Length:** Varies depending on use case. Please contact Professional Services for details

**Delivery Format:** Web-based, Instructor-Led, Train-the-Trainer

**Prerequisite:** None

**Audience:** Anyone

### **Previous Version: *OrgPlus Enterprise***

#### **1. End User Training**

**Course Description:** This course offers new users a streamlined introduction to *OrgPlus Enterprise*.

**Length:** 4 hours

**Delivery Format:** Web-based

**Prerequisite:** None

**Audience:** Executive, Exec. Assistant, HR Staff, HR Consultant, Line Manager, Individual Contributors

#### **2. Power User Training**

**Course Description:** This important course teaches *OrgPlus Enterprise* power users how to effectively use the product for business planning and modeling.

**Length:** 4 hours

**Delivery Format:** Web-based

**Prerequisite:** End User Training

**Audience:** Executive, Exec. Assistant, HR Staff, HR Consultant, Line Manager, Individual Contributors

#### **3. Admin Training I**

**Course Description:** This course teaches client administrators how to configure *OrgPlus Enterprise* for security.

**Length:** 4 hours

**Delivery Format:** Web-based

**Prerequisite:** Power User Training

**Audience:** Executive, Exec. Assistant, HR Staff, HR Consultant, Line Manager, Individual Contributors

#### 4. Admin Training II

**Course Description:** This important course empowers *OrgPlus Enterprise* administrators with the ability to build "templates" for specific views and reports in *OrgPlus Enterprise*.

**Length:** 4 hours

**Delivery Format:** Web-based

**Prerequisite:** Admin Training I

**Audience:** Executive, Exec. Assistant, HR Staff, HR Consultant, Line Manager, Individual Contributors

#### 5. *OrgPlus Enterprise Blueprint*

**Course Description:** Because generic courses may not be the best fit for every organization, HumanConcepts will work with you to create a customized course that covers specific use cases as unique as your company. Training material is customized for your implementation.

**Length:** 2 hours (includes lab exercises)

**Delivery Format:** Web-based

**Audience:** *OrgPlus Enterprise* Admins and End Users

#### 6. *OrgPlus Enterprise Archive & Compare*

**Course Description:** This training provides a detailed overview of the *OrgPlus Enterprise Archive and Compare* solution. Learn how to successfully create archived charts and produce and manage archived reports.

**Length:** 2 hours (includes lab exercises)

**Delivery Format:** Web Based

**Audience:** *OrgPlus Enterprise* administrators, *OrgPlus Enterprise* power user

## Course Delivery Formats:

### Web-Based Training

We offer online training sessions utilizing the latest web-conferencing technology. These sessions provide the most flexible options for remote and distributed teams.

### Instructor-Led Training (On-Site)

Formal instructor-led training for HumanConcepts solutions can be accommodated on the customer's premises. When you request training on-site, you are required to provide adequate training facilities.

### Train-the-Trainer

Our educational services professionals can provide individuals from your organization with the tools and knowledge necessary to train other members of the organization.

### Scheduling Online Training

Please contact HumanConcepts Training for exact dates and times. If you are interested in customized training courses, please email us at:

**ProServices@humanconcepts.com**

or call 888-821-1261 or 415-332-3030 (outside the US).

## About HumanConcepts:

HumanConcepts enables enterprises to better manage organizational change of all types, including growth, rightsizing and reorganization.

Using solutions from HumanConcepts, companies can achieve organizational agility, more easily understand their organization, plan for the future, and transition the workforce to its optimal state. Used by the world's largest organizations, HumanConcepts solutions provide immediate ROI by enabling companies to reorganize faster, manage financial targets, stay in compliance and reduce both cost and risk. The company's products are certified by leading ERP and talent vendors such as Oracle, SAP, PeopleSoft and Lawson.

HumanConcepts is based in Sausalito, California, with offices in the United Kingdom and Germany.

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