

ABRA SUITE™ TRAINING MANAGEMENT AGENDA

Day One – an introduction to Abra Suite™ Training Management Software

Goals:

- Navigate through the panels
- Become familiar with basic Abra Suite™ Training Management concepts

Objective:

- Learn to navigate the Activity Center
- Learn the concepts of Training Management's Actions, Processes, Reports, Rules, and Panels
- Learn to navigate the Abra Suite™ Online Help

Day Two – building a Training Management System

Goals:

- Learn the concepts and code tables in Abra Suite™ Training Management
- Build a Training Management System

Objective:

- Build a training management database
- Build all needed Code Tables
- Add students
- Add, edit, delete, and verify data
- Test results with management reports

Day Three – Review, Challenges, and Troubleshooting

Goals:

- Review all concepts from Day One and Day Two
- Build your own Training Management System

Objective:

- Review – challenges/solutions
- Build your own Training Management System
- Review common problems and troubleshooting procedures
- Review support options

Note: All sessions are “hands-on” with one person to a computer. Participants are coached through a series of exercises. All participants work at their own pace. Training manuals are provided.

Refreshments and lunch are provided.