



Welcome to ERP Online Training

Our aim is to provide companies with a flexible and effective training solution for their ERP implementation needs.

We specialise in creating and delivering professional and long-lasting e-learning modules that reflect the required knowledge of users on the actual system in use.

With our training system, users can access the training at their own pace, in their own time and repeat it until they achieve competency in each topic. Our trainings are interactive, specifically designed to suit every company's needs and easily expandable.

Although the synchronous deployment of ERPOT's training during the course of an ERP implementation project yields the best results, we also suggest ERPOT's training as an appropriate option when refresh training within an already running ERP implementation has become a necessity.

In the following pages you will find out more about ERPOT.

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About ERPOT

ERP-Online Training was established to provide companies with an effective and competitive training solution.

Our team brings experience in:

Web based training solutions and adult learning principles.

Having developed training simulation and demonstrations for a variety of companies, our consultants are familiar with all the latest tools available for the development of effective online training.

Some of the tools used are standard applications such as:

- Adobe Captivate
- Articulate Presenter
- Camtasia Studio
- Microsoft Powerpoint

ERPOT uses certified consultant in Workplace Training and Assessment. By being aware of the latest theories on Adult Learning Principles, and cutting edge communication tools such as NLP, we develop training modules that are easily understood and learnt.

In depth understanding of ERP methodology and its applications

With more than 20 years experience in running and implementing ERP projects around the world, ERPOT's consultants bring a solid understanding of its principles and its application. With hand-on involvement in the delivery and implementation of key processes, our team is well suited to bridge the gap between programmers and users in a clear and concise way.

Broad consulting experience within a wide range of industries

Some of the industries that our consultants have been involved in are:

- Research
- Mail Order Services
- Publishing
- Transportation
- Manufacturing
- Metal Working Industry
- Catering and Hotel Management
- Pharmaceutical and Medical Goods Industry
- Banking
- Mining
- Retail
- Food Industry
- Oil and oil derivatives
- Automotive Industry
- Paper Wholesale
- Fruit and Vegetable Wholesale
- Telecommunication



Delivering results within a set timeframe and budget

In today's fast paced workplace environment, the ability to deliver the agreed results within a set timeframe and at the agreed investment is crucial.

We believe in the quality and integrity of not only our training packages, but of the relationship that we build with you- our client.

By maintaining a clear and open communication, you will always be kept informed of the stage the project is at and your feedback we will be valued.

Ability to communicate with people from different background, cultures and languages

Having worked in Europe, USA, Oceania and the Middle East, our consultants are used to communicate effectively with people from all different backgrounds.



Our Services

ERP-Online Training offers online based training for a range of standard ERP software packages, such as JDEdwards, SAP, PeopleSoft, Oracle, Navision, etc.

We also cater for customised and in-house developed applications and solutions.

After an initial training need analysis, we offer our clients a wide range of cost effective training solutions to choose from.

Our training packages may include:

Self-paced online software demonstration

Software demonstrations are perfect for a self paced learning of new processes.

By watching a guided demonstration of each part of a process, the user can easily learn new tasks and procedures. The modules can be re-viewed at any time to re-enforce the learning process.

Interactive training simulation

By adding interactivity to the demonstration the learning process is deepened and is made more pleasant. Based on the study of Neuro-Linguistic Programming, kinaesthetic people learn more by actually “doing” the steps, than by merely watching them.

Our interactive simulations provide users with a safe and easy environment in which to practice their understanding and still feel guided.

Professional voice over instructions

If required, a professional voice over can be inserted to also provide verbal instructions to reinforce the learning experience. Auditory style people tend to benefit from having the learning message reinforced verbally

Multiple languages available for both on-screen instructions and voice over

Both the “screen based text” and the professional voice over can be arranged to be in most European languages.

Electronic user guides

If required, ERPOT can provide an electronic user guide that summarises the content of the training module in a linear mode for future reference by the users.

Face to face training

Whilst we specialise in web based training, our training consultant have direct experience in “face to face” and “classroom” training.

Both individual and group training can be developed and delivered to facilitate the learning process.



Our Process Methodology

Consultation with Client

The initial step is to sit with the client and the client's representatives (IT Manager, Project Manager and HR Manger) and be briefed on the size, scope and timeframe of the overall project.

At this point we also identify the key personnel that will be involved in the training project (Internal/External Consultants, Key Users).

Training Need Analysis (TNA)

As the name suggests, ERPOT (in cooperation with the client) will assess the scope of the project by ascertaining the number of processes required, their lengths and the recommended format.

Involved languages are a crucial element at this point.

Submission of training plan

Based on the TNA, a training development and delivery schedule will be submitted for approval to the client and relevant key personnel.

Any initial feedback will be appropriately considered.

Consultation with key personnel

The plan will be discussed in detail with the relevant key personnel (IT, HR and Project Management). Last details in regards to delivery schedules, user involvement, etc. will be clarified.

Training Development

ERPOT will develop the training material in accordance with pre-agreed formats.

A two-way reporting system will be implemented.

One information flow will ensure that the client is at any point in time current with the project's progress.

The other flow will ensure that ERPOT is made immediately aware of any last minute changes in the software/application that could in any way affect the training development.

Feedback process

As the modules are being developed, key users will have the opportunity to review the content and structure of the work.

Any feedback will be appropriately considered.



Implementation

As the modules are being developed, they will be submitted to the IT department for implementation.

The appropriate delivery schedule will make sure that modules become available in accordance with the overall project plan.

Review

After and during the implementation of the training material, ERPOT will be conducting a review by way of our feedback process.

Users will be given an opportunity to comment on the training and the feedback will be collated and presented to the customer.

Any feedback will be appropriately considered.

Go-Live and Follow-up

ERPOT will also be available for possible follow up as required and based on the conditions set out by the contract of engagement.



Benefits of Online Training

	Face to face	e-Learning
Retention	<p>Whilst many people learn well in a face to face environment, retention is limited and its re-enforcement difficult. If a user misses a critical step of the training it may influence the overall learning experience.</p>	<p>With web based learning, the user has the possibility to conduct the training at its own pace and to repeat any steps as many times as required. Retention is improved due to the ability of each user to re-access the training content at any time they wish.</p>
Flexibility	<p>When conducting group training, a trainer can only allocate so much time to personal needs and learning styles. Often the learning experience is affected by the ability of the trainer, the time available and the state of the users on that day. Class room training will always be conducted from start to finish with no respect to pre-existent knowledge on a singular base.</p>	<p>E-Learning is particularly flexible as it involves both demonstrations and interactivity. Having been specifically designed following the latest in Adult Learning Principles, it does not rely on the personal ability of each trainer. The modules can also be learnt at any time of the day and from any network connected PC, therefore requiring very little set up. Due to the independent nature of each e-learn module, the user can selectively choose which session to perform.</p>
Availability	<p>Face to face training is only available when there is a trainer, an available environment and a sufficient number of users present. It can not be easily organised at a short notice for a single user who may have missed previous sessions. Very often training is compromised by mix of languages and travel difficulties.</p>	<p>The advantage of web based training is that it is always available, to anyone at any time. Present and future. It does not require any set up and can be run from office PCs or - given appropriate access, even from the user's home PC.</p>
Investment	<p>The investment required for face to face training is an ongoing expense. Every time there are new personnel to be trained, a new training session needs to be organised, therefore making it an expensive exercise.</p>	<p>The investment required for web based training is a one off, with the benefit that is a long term investment. Every time a new user requires training, it is immediately accessible at no extra cost.</p>
Expandability	<p>If new processes are implemented, new training sessions needs to be organised, with all associated costs and staffing requirements.</p>	<p>All our E-Learning modules are independent parts of a larger environment. New processes can easily be incorporated in the already existing content and users can be trained at their own pace.</p>



Examples

As mentioned above, ERPOT caters for all standard ERP packages, as well as customised or in-house developed software.

We have prepared a few examples based on JDEdwards Enterprise One (OneWorld) and Microsoft Navision

Some of the examples are demos (no user interaction required) and some are training (user is required to enter information and click its way through the session).

Please navigate to

<http://erpot.com/examplesEN.htm>

Most sessions are only a few minutes each, but they will give a look and feel at how your company could step into the future of training.



Contact



ERPOT is based in Europe (Spain and Italy) but operates at a global level.

Physical presence at a customer site is required only for a limited period of time.
Most of the work is done in ERPOT's offices in Spain and/or Italy.

ERPOT can be contacted by email: info@erpot.com

For a more personal approach, feel free to contact our people directly:

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