



# Chamber eLearning Centre

**LOWEST COST • MOST EFFECTIVE**

**EMPLOYEE TRAINING ANYWHERE!**

## Comprehensive internet based, e-Learning

- Worldwide acceptance with over 200,000 learners from large corporations to independent businesses, including RBC Royal Bank, TD Bank and Hatch Group.
- Self-paced internet learning from office or home.
- Broad range of over 1,500 courses and recognized technical certifications.
- Engaging and effective courses with hands-on exercises, simulations and relevant graphics.
- Most economical means of curriculum selection, skills assessment and knowledge transfer.
- Empower staff and help your organization achieve.
- Fun, interactive and rewarding!



## Why Train?

Good employees are extremely valuable, especially in small business. Studies show that the best employees are generally those that enjoy challenges and learning new things. They like to take on new roles and responsibilities. And that could be a problem...

If employees feel they have to leave your company to find their next challenge, that leaves you in a bind. So, how can you prepare your people for increased responsibilities and new roles without sending them to expensive offsite training or bringing in equally costly instructors?

Growth Advisors can provide e-Learning courses and services anytime to any PC with an Internet connection, and, at very reasonable cost! Employees can take training on the job or even from home.

## Why e-learning is Best

	e-LEARNING	INSTRUCTOR-LED TRAINING
AVAILABILITY	Year-round access. 24 hours a day, 7 days a week. Convenient for student.	One-time class. Must be scheduled. Scheduling conflicts and inconvenience.
COST	Inexpensive. No travel expenses.  Time savings for student.	Expensive. Travel expenses, including airfare, meals, lodging, parking, and mileage. Lost time away from office.
EFFECTIVENESS	Ideally paced; students can take courses at own speed.  Focus on and learn what is important to student and skip unnecessary information. Consistent from student to student.  Long-term retention enhanced by taking courses in 20-30 minute segments over a number of days. Students have access to courses anytime for a refresher.	Student pushed through course in specific time frame. Not self-paced. All students taught all information and at same level as rest of class. Different trainers have different approaches and varying quality. Day and week-long training not easily retained.  Student must review workbook, if available.
ADMINISTRATION	Can track progress, launch courses, and measure learning effectiveness.  Can be made easily available on the student's workstation (with Internet access) or through Internet access at home.	Must be done manually.  Must be done manually.

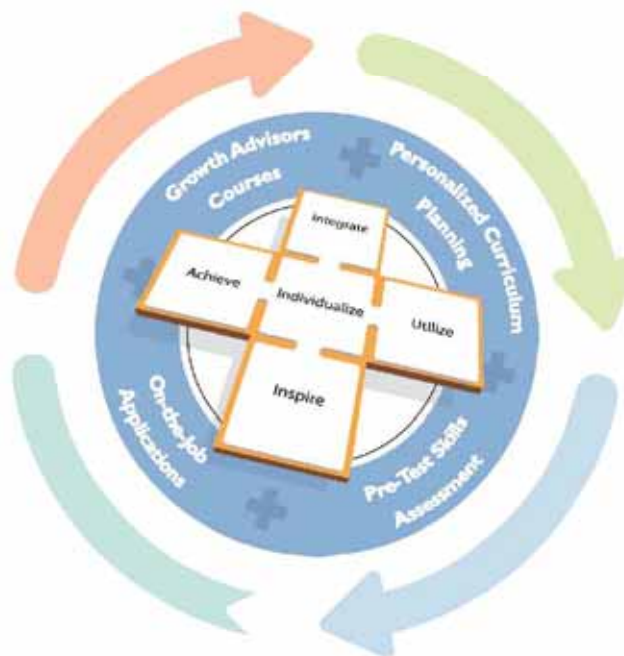
## Benefits of Growth Advisors e-Learning

### Unmatched Dependability

- Course selection and content satisfaction.
- Reliable website and course access.
- Fast technical support response times.
- Industry benchmark in both course and learner administrative services.

### On-the-Job Applications

- Learner progress and performance is integrated into a manager's status report, which can readily support on the job assignments and performance reviews.



### Personalized PLuS Plan Curriculum

- PLuS Personal Learning Plan Learning Advisor personally assesses each learner's training needs questionnaire.
- Only then does a staff Learning Advisor propose a personalized PLuS Plan curriculum from over 1,500 interactive courses!

### Preliminary Skill Assessment

- Save time by taking a pre-test before the course.
- Results of the test will determine and adjust to what parts of the course you need to take.
- A post-test is also available and you will know immediately how well you

## PLuS Plan - Personalized Solutions

\*Each "Course Series" listed below offers a full range of courses of varying lengths.  
Complete course catalogue online: [www.growthadvisors.com/elearn](http://www.growthadvisors.com/elearn)

### Business Skills Video Group

- Essentials (66 courses)
- Management (77 courses)
- Personal Development (44 courses)

#### Essentials Package

- Customer Service
  - Building Customer Loyalty
  - Creating Customer Value
  - Customer Service Strategy
  - Keeping Loyal Customers
- Finance
  - Cash Flow Analysis
  - Key Financial Ratios
- Global Business
  - Global Work
  - Presenting Globally
- Sales and Marketing
  - Guerrilla Marketing
  - Track Setting
- Workplace Environment
  - E-Mail Marketing
  - Ethical Decision Making
  - Moving Toward Diversity
  - Workplace Violence

#### Management Package

- Coaching
  - Career Coaching
  - Collaborating
  - Mentoring
  - Training
- Leadership
  - E-Business Strategies
  - Leading in to the Future
  - Strategic Planning
- Leading Teams
  - Virtual Teams
  - Teams at Work
- Management
  - Delegation Strategies
  - Handling Performance Problems
  - Interviewing
  - Managing Performance
  - Managing Telecommuter
  - Six Sigma
  - Fundamentals
  - Deployment Roadmap
  - Lasting Six Sigma

#### Personal Development Package

- Career Development
  - Been There, Done That...Now What?
  - The Influence Edge and Your Career
- Communication
  - Curing Meeting Ailments
  - Business Writing
  - Resolving Conflict
  - Negotiation
- Self-Management
  - Becoming More Assertive
  - Dealing with Non-Stop Change
  - Goal Setting
  - Self Motivation
- Work and Life Balance
  - Child Care Selection
  - Embracing Technology
  - Exhausted Single Parent
  - Risk of Job Burnout

...and much more!

...and much more!

### End-Users Group

- Desktop Computing (253 courses)
- Business Skills Development (97 courses)
- Home & Small Business (73 courses)

#### Desktop Computing Package

- Access 2000 MOS
- Access 2003
- Computer Basics
- Crystal Reports 8
- Excel 2000 MOS Expert
- Excel 2003
- GroupWise 6.5
- Internet Explorer 6
- Introduction to PCs
- Lotus Notes R5
- Office 2003
- Office 2006 - What's New (Coming Soon)
- Paint Shop Pro 5
- PowerPoint 2003
- Project 2003
- SAP R/3 Release 4.6
- Visio 2002
- Windows 2000 Basic - Client
- Word 2000 MOS Expert
- Word 2003

...and much more!

#### Business Skills Development Package

- Basics of Business Math
- Building Relationships
- Business Ethics
- Customer Service
- Dealing with Difficult People
- Effective Business Communication
- Fundamentals of Business Management
- Instructional Design
- Management Skills Introduction
- Motivation
- Negotiating
- Project Management
- Sexual Harassment in the Workplace
- Stress Management
- Time Management Fundamentals

...and much more!

#### Home & Small Business Package

- Budgeting and Saving
- Estate Planning
- Home Business
- Interview Skills
- Investing Fundamentals
- Money 98
- QuickBooks®
- QuickBooks® 2004
- Retirement Planning
- SAT Preparation
- Works

### Technical Group

- General (370 courses)
- Microsoft (382 courses)
- Web Development (221 courses)

#### General Package

- C Series
- Cisco Related Series by MindLeaders CIT
- CISSP Security Professional
- Client/Server Technology for Managers
- CompTIA A+
- Data Warehousing
- Linux
- Novell 560 CNE Advanced Admin.
- Object-Oriented Analysis & Design
- Oracle SQL
- Rational Unified Process
- RDBMS Fundamentals
- SAS
- Solaris 9 System Administrator
- Sun Java 2 Developer
- UNIX Systems
- Visual Basic
- Windows 2000 Basics - Server

...and much more!

#### Microsoft Package

- Exchange 2000 Administration MCSE 70-224
- Microsoft .Net Architectures MCP/MCSD 70-300
- MS Exchange Server 5.5
- SQL Server 7 Admin
- TCP/IP
- Visual Basic .NET Windows Apps MCSD/MCAD 70-306
- Windows 2000 Network Design MCSE 70-221
- Windows 2000 Professional MCSE 70-210
- Windows Server 2003 Active Directory MCSE 70-294
- Windows XP, Application Support MCSD 70-272

...and much more!

#### Web Development Package

- CGI/Perl
- ColdFusion MX
- Dreamweaver MX
- Flash MX
- ActionScript
- FrontPage 2000
- GUI Design
- Java 2 Enterprise Design
- Photoshop
- PHP and MySQL
- Visual InterDev 6
- Web Design and Graphics
- Web Publishing and Design with HTML 4.01 and XHTML
- XML

...and much more!

## Sample Course Series\*

### Self-Management

Self-Management (Web) - 100% Online - 120 Minutes - 120 Minutes

**Course Description:** This course is designed to help you understand the importance of self-management in the workplace. It covers topics such as goal setting, time management, and stress management.

**Objectives:**

- Understand the importance of self-management in the workplace.
- Set and achieve personal and professional goals.
- Manage your time effectively.
- Identify and manage stress.

**Topics:**

- Self-Management: Why It Matters
- Self-Management: The Basics
- Self-Management: The Basics - Goal Setting
- Self-Management: The Basics - Time Management
- Self-Management: The Basics - Stress Management
- Self-Management: The Basics - Self-Motivation
- Self-Management: The Basics - Self-Reflection
- Self-Management: The Basics - Self-Improvement
- Self-Management: The Basics - Self-Management
- Self-Management: The Basics - Self-Management
- Self-Management: The Basics - Self-Management
- Self-Management: The Basics - Self-Management

### PowerPoint 2003

PowerPoint 2003 (Web) - 100% Online - 120 Minutes - 120 Minutes

**Course Description:** This course is designed to help you understand the basics of PowerPoint 2003. It covers topics such as creating a presentation, adding text, images, and animations.

**Objectives:**

- Create a new presentation.
- Add text, images, and animations to a presentation.
- Format text and objects.
- Apply design templates.
- Save and print a presentation.

**Topics:**

- PowerPoint 2003: Introduction
- PowerPoint 2003: Creating a New Presentation
- PowerPoint 2003: Adding Text to a Presentation
- PowerPoint 2003: Adding Images to a Presentation
- PowerPoint 2003: Adding Animations to a Presentation
- PowerPoint 2003: Formatting Text and Objects
- PowerPoint 2003: Applying Design Templates
- PowerPoint 2003: Saving and Printing a Presentation

### Time-Management

Time-Management (Web) - 100% Online - 120 Minutes - 120 Minutes

**Course Description:** This course is designed to help you understand the importance of time management in the workplace. It covers topics such as goal setting, time management, and stress management.

**Objectives:**

- Understand the importance of time management in the workplace.
- Set and achieve personal and professional goals.
- Manage your time effectively.
- Identify and manage stress.

**Topics:**

- Time-Management: Why It Matters
- Time-Management: The Basics
- Time-Management: The Basics - Goal Setting
- Time-Management: The Basics - Time Management
- Time-Management: The Basics - Stress Management
- Time-Management: The Basics - Self-Motivation
- Time-Management: The Basics - Self-Reflection
- Time-Management: The Basics - Self-Improvement
- Time-Management: The Basics - Self-Management
- Time-Management: The Basics - Self-Management
- Time-Management: The Basics - Self-Management
- Time-Management: The Basics - Self-Management

### RDBMS Fundamentals

RDBMS Fundamentals (Web) - 100% Online - 120 Minutes - 120 Minutes

**Course Description:** This course is designed to help you understand the basics of Relational Database Management Systems (RDBMS). It covers topics such as creating a database, adding data, and querying data.

**Objectives:**

- Create a new database.
- Add data to a database.
- Query data from a database.
- Format and print a database.

**Topics:**

- RDBMS Fundamentals: Introduction
- RDBMS Fundamentals: Creating a New Database
- RDBMS Fundamentals: Adding Data to a Database
- RDBMS Fundamentals: Querying Data from a Database
- RDBMS Fundamentals: Formatting and Printing a Database

## PLuS Personal Learning Plan



Each employee takes a 15-minute online profile. A qualified Learning Advisor then creates an individualized *PLuS Personal Learning Plan*, to meet the needs and goals of both the employee and the organization.

A *PLuS Personal Learning Plan* contains links to each learning resource recommended by the Learning Advisor, as well as personal comments about the recommendations.

- **Optional:** *Instant Mentoring*, throughout the entire training period, with real-time (24/7) online access to knowledgeable subject matter mentors.

1. Tell us about your training needs ...

Please provide us with one subject in which you need training:  
Excel

Please rate how well you understand this subject today:  
Beginner  Some Knowledge  Expert

Tell us more about the training need in the space provided:  
I need to support Word earlier than Excel to manage credit contact information.

**The Profile:**  
Staff complete a 15 minute, open-ended, text-based Profile that puts their skills in context with their work environment.

2. How could you increase your contribution to your department or organization?

I need to become more proficient with Office 3D products, especially advanced Word and Excel functions. I would like to upgrade my current learning skills as I can manage my team better. I need to learn more about...

**The Profile:**  
Even how they can make a greater contribution to their organization.

The Learning Advisors:  
Reviews every response and creates a Learning Plan.

## Low Cost e-Learning

\*Each subscription provides one Full-Year access to all courses purchased.\*

**Complete course catalogue online: [www.growthadvisors.com/elearn](http://www.growthadvisors.com/elearn)**

Any End User Package	\$ 95
Any Business Skills Video Package	\$ 95
All 6 End User and Business Skills Video Packages and <i>PLuS Plan</i>	\$495
Any Technical Package	\$ 195
All 3 Technical Packages and <i>PLuS Plan</i>	\$595
Add <i>Instant Mentoring</i> to any Package or Combo	\$ 95

**NOTE:** Check with your local area Chamber of Commerce for 15% discount eligibility.



## How to Order

**FREE  
Sample  
Courses  
Online!**



[www.chamberelearning.ca](http://www.chamberelearning.ca)