

Compel - Training Manager Familiarisation

This two-day course is recommended for new users of Compel Training Manager. It will provide users with a comprehensive working knowledge of the product.

PRECONDITIONS

No prior knowledge of Compel Training Manager is required.

GOALS

Delegates should complete the course with:

- A broad knowledge of Compel Training Manager
- A good understanding of the Compel toolbar
- The ability to manoeuvre around Compel Training Manager
- The ability to enter data and produce standard reports
- The ability to produce joining instructions and other letters

COURSE CONTENT

The Training Manager Familiarisation course will cover:

- Compel for Windows navigation – how to move around the product
- Creation of new data and modification of existing data.
- The importance of codes tables and their use in data entry
- Set up of system defaults for budgets and costs
- Practical examples to illustrate product functionality
- Use of the subset screen for group record selection
- Using the Training Planners
- Production of standard reports and listings
- Reports within data areas, using printer icons (delegate lists, evaluation summary, etc.)
- Letter production and mail merge

Please note that the training will be conducted on the latest version of the product. If any differences exist between this and previous versions, these will be highlighted by the trainer.

TO REGISTER...

To register for this course or if you would like more information about this and other courses, please contact the training centre



intellect

Training Centre, Computers In Personnel Ltd. Abbey House, 28-30 Chapel Street, Marlow, Bucks, SL7 1DD
Tel +44(0) 1628 814010 Fax +44 (0) 870 366 2346
Email training@CIPHR.com www.ComputersInPersonnelhr.com