

## **Mini University Proposal – What’s Included**

### **Description:**

The “Mini University is designed to offer companies a schedule for a period of time. It could be 3, 9 or 12 months. Classes are offered on a regular basis so that employees can take classes that will help them in their job. Getting started with this type of training program at your company could be as simple as setting up a 12 month schedule, offering 2 or 3 two hour classes on various topics (Excel, Word, Outlook, etc.) on a regular basis.

### **Benefits:**

- Employees could plan ahead and set goals for improving their software skills
- Employees increase efficiency using their computer skills to do their respective jobs
- Managers could encourage employees to increase their skills and/or implement training into their performance goals and objectives and set expectations for their employees.
- Customization to company specificities.
- Employees are familiar with the instructor and can come back to future classes knowing the instructor. They can bring questions or problems they are having with a Word document or Excel worksheet.
- Familiarity and consistency in courseware that is customized specifically for them.
- Encourages learning on a regular basis instead of once in a while.

### **Cost:**

- \$600 for each 3-hour class
- \$395 for each 2-hour class

### **Company would provide:**

- A room to hold the classes
- Provide a contact person for assistance to PC Focus
- Assistance with email , rosters and registration process
- Employees are encouraged to bring their own laptops

### **PC Focus would provide:**

- 5 laptops (and wireless mouse) with licensed software (if needed)
- Customize user manuals for each class customized to your needs
- Provide after class email support
- Provide online classes for remote users
- Provide a 12 month schedule
- Offer Microsoft Office classes at multiple skill levels
- Provide complete course descriptions to be posted either on the Intranet or via email, bulletin board in the lunchroom, or other possible means available.
- Set up a registration process – all employees could register through PC Focus if desired
  - Process all registrations
  - Provide after class survey
  - Certificates of Completion