

INSTRUCTOR-GUIDED TRAINING

Do you want to develop new know-how and skills? To learn independently, effectively and without distraction? With Instructor-Guided Training (IGT), **you decide what you are going to do, when, to what level and at what pace.** With guidance throughout from an experienced trainer.

IGT uses the principle of individual customized training. Rather than being taught in the traditional way, you are personally supervised by an experienced Progress trainer. This form of education has become increasingly popular in recent years.

IGT offers you key advantages.

- *The course content is tailored exactly to your specific needs*

Together with a Progress trainer, you assess your current and required level of knowledge. Your personal course is then designed on that basis. Naturally, we take into account your preferred style of learning and you are free to contribute examples from your own working practice to learn from. If you turn out to need less time than expected to complete the planned material, you and your trainer can find other useful topics worth studying in your particular situation.

- *Guidance from an experienced Progress trainer*

Your trainer is on hand to answer questions immediately at any time during your IGT programme. But he or she does much more than that. A Progress trainer is proactive, providing one-to-one guidance and checking regularly on your progress. By putting focused questions, he or she can make sure that you have mastered the material and reached the agreed standard. If not, you will receive extra individual attention until you are ready to proceed with the rest of the course.

- *Totally task-driven*

At our dedicated training centre, you can spend the whole day concentrating entirely on developing new knowledge and skills, without distractions. No colleagues constantly interrupting you, no urgent calls to deal with...

- *You decide how fast you learn*

Learners who have taken an IGT course all agree that the ability to set your own pace of study is one of its great advantages. This also means that you can decide for yourself how much emphasis to place on each individual course component, in line with your own learning needs.

IGT eliminates the negative group processes which can sometimes hinder learning in traditional classroom situations. Classic examples include the learner who holds back the whole group because they do not understand something that everyone else does. Or, at the other end of the scale, the person who refrains from asking essential questions because they are afraid of being thought stupid.

Experience shows that IGT learners ask more questions than those taking traditional courses.

- *More active learning process*

IGT is a more active form of learning. You know that you have to acquire the necessary knowledge yourself, so your personal effort and concentration are significantly higher than on a traditional course.

In short...

At Progress, you can develop new know-how and skills independently, effectively and without distraction. You decide what you are going to do, when, to what level and at what pace.

Reactions

The reactions we have received to IGT are very positive. Some examples...

"I usually can't be missed at work, but if I can get away for a day then I want to spend it doing something as useful as possible. Fortunately, that's exactly what I can do at Progress."

"Since I already had version 9 Progress knowledge, there didn't seem much point in starting as a beginner. So this IGT course was ideal for me. In just three days, I brought my knowledge right up to date."

"For me, the disadvantage of traditional education has always been that I have to adapt myself to the pace of the group. Not that it's too slow – I actually find it too fast. I prefer to study the material thoroughly and without distractions."

INSTRUCTOR-LED TRAINING

Instructor-led training (ILT) is a more traditional form of education.

The group is led by an inspiring trainer, who explains all aspects of working with Progress. As a learner, you can help guide the session by providing immediate feedback and asking the questions you need answers to. In this way, the topics are covered in a manner which meets your specific requirements.

By combining task-driven teaching materials with practical exercises, Progress ILT helps you to master skills and expertise which you can then put to use as effectively and efficiently as possible in your own workplace.

Courses at all levels are held regularly. These are suitable both for organizations seeking a general overview of the software aspects and for those wanting more thorough technical training.

Course components include traditional exercises, PowerPoint presentations, demonstrations and group discussions.

GENERAL

At least three enrolments are required for an IGT or ILT course to go ahead.

The standard price for all courses is €450 per person per day.