# Certiport Desktop Productivity
## Train-The-Trainer (T³) Workshop

### Who should attend?

Instructors or teachers who want to increase their skills with any of the Microsoft® Office software programs, including Office Word, Office Excel®, Office PowerPoint®, Office Access™, Office Outlook® or Windows Vista®.

The Desktop Productivity Workshop is designed to provide educators the opportunity to obtain application certification and a solid understanding of the tools and materials available for training Microsoft® Office software programs.

### Workshop Overview:

During this workshop, participants will achieve one or more Microsoft® Office application certifications. The workshop utilizes blended learning techniques, including self-paced learning, online learning, remote classrooms, and in-class, instructor-led learning.

The workshop begins with a self-paced learning component that includes online access to tools and materials, as well as remote instructor support for remediation. Once the self-paced portion is complete, the instructor assesses results and tailors the on-site training to fill any remaining skill gaps, proctoring participants through the certification process.

System administration training is then provided to ensure participants have a solid understanding of how to set up and configure the workshop tools. Instructor training also covers the workshop materials, with recommendations for integrating the workshop components into training programs.

### Workshop Objectives:

This workshop ensures instructors have the knowledge & skills required to:

- Obtain Microsoft® Office application certification(s)
- Complete Certiport System Administrator Training for Instructors, covering the Certiport Portal, the iQsystem, and the Certiport Certification Pathway System (CPS)
- Understand the tools & materials necessary to successfully integrate materials into classes or to independently deliver Microsoft Office Certification or Train-the-Trainer Workshops

### Prerequisites:

This workshop can be tailored to address a variety of Microsoft Office software application skills, and knowledge requirements. The only prerequisite is that all workshop participants need to possess similar skill levels in the applications.

Existing skill levels are determined through an assessment, after which participants with similar skill sets are grouped in a workshop session.

Depending upon required Microsoft Office certifications, participants must also:

- Have access to a complete installation of Microsoft® Office prior to attending the workshop OR
- Have access to a complete installation of Microsoft® Office 2007 and Windows™ Vista® prior to attending the workshop *(Versions of Microsoft® Office and/or Windows™ Vista® must coincide with the version of the certifications provided in the workshop.*)
- Be willing to take a current skills assessment
- Be able to access the Internet and a toll-free conference line

### Pricing:

Workshop pricing varies according to the number of participants and certifications. For specific pricing information, please contact your Certiport Sales Representative or send an email to cpi@certiport.com.