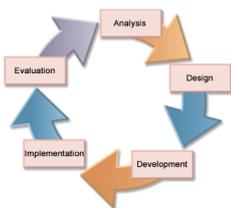# On Site Training and Awareness Programs

Need to train a team of people affordably? We can deliver any IT course in a private format - at your facility or ours. This saves your money by eliminating travel and hotel expenses. You also enjoy greater flexibility, more control and thus stronger results. That's where we come in. Not only we can provide you with world-class training that's earned us the enviable reputation as one of leading training companies, we make it incredibly convenient! With On-Site Training, you choose the time and the place, and we'll be there with a skill-building training program tailored to your organization's unique needs. Our private/onsite training offerings include:

- Customized content
- Planning and design
- Course materials and equipment
- Optional instructor mentoring
- Training for a small or large groups of students

ADDIE Approach

SofDigital Systems adopt systematic training processes. A systems approach ensures a comprehensive training process that remains focused on the needs of the organization. The process typically includes the phases:

These five stages of the ADDIE model encompass the entire training development process; from the time someone first asks, "What do people need to learn?" all the way to the point where someone actually measures, "Did people learn what they needed?"

In the analysis phase, the instructional problem is clarified, the instructional goals and objectives are established and the learning environment and learner's existing knowledge and skills are identified.

The design phase deals with learning objectives, assessment instruments, exercises, content, subject matter analysis, lesson planning and media selection. The design phase should be systematic and specific. Systematic means a logical, orderly method of identifying, developing and evaluating a set of planned strategies targeted for attaining the project's goals. Specific means each element of the instructional design plan needs to be executed with attention to details.

The development phase is where instructional designers and developers create and assemble the content assets that were blueprinted in the design phase. In this phase, storyboards and graphics are designed. If elearning is involved, programmers develop and/or integrate technologies. Testers perform debugging procedures. The project is reviewed and revised according to the feedback received.

During the implementation phase, a procedure for training the facilitators and the learners is developed. The facilitators' training should cover the course curriculum, learning outcomes, method of delivery, and testing procedures.

The evaluation phase consists of two parts: formative and summative. Formative evaluation is present in each stage of the ADDIE process. Summative evaluation consists of tests designed for domain specific criterion-related referenced items and providing opportunities for feedback from the users which were identified.

On-Site Training Benefits

- On-site training is the perfect choice for companies that need to train groups of employees – from 10 to 500 or more. You get a maximum number of employees trained in new skills in a minimal amount of time for one flat fee.
- All our programs are tailored to your specific needs by evaluating your organization's skills and practices, and making recommendations for improvement. You choose a core topic from the literally hundreds we have to offer, and we work with you to tailor the training to solve the business challenges you're facing and cover the exact issues you want. We can even design a new course specifically for your organization.
- On-site training not only improves your employees' skills, it inspires them to pull together as a team and creates a greater sense of job satisfaction. It lets them know you are investing in their future and as a result your organization realizes higher morale, lower absenteeism, and greater company loyalty from your team members.
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On-site training can be held anywhere: your headquarters, a branch office, a nearby conference center or hotel, or even at your company retreat or conference. You also have options in format: half-day sessions, full day, two-day programs or ongoing modules. Finally, you have flexibility in scheduling. Training can be delivered any day of the week, nights, weekends and even holidays.

The best learning can often take place right at your business