
Focus on Technology

Training sessions can save businesses money

by Kim Goggins

In an age where new technology can significantly reduce and simplify the work of employees, many companies are still not realizing the full potential of their computers, says one local trainer.

"Businesses can save so much money if they provide proper training. The computer is not being used as the tool it is meant to be. Very often, it's still used as a glorified typewriter," said Janet Stead, owner of CTC Computer Training in Barrie.



Janet Stead says the instructors at CTC Computer Training have mastered the technique of giving people a lot of information in a short period of time and having them retain most of it.

"People are doing five steps to make a document look the way it should, when they could be using less. They're doing all the work."

CTC is a leading software firm in Simcoe County that specializes in the development and implementation of computer training programs designed for business professionals. The company has grown significantly since it first opened almost 15 years ago and Stead was teaching employees of major corporations from her home in Orillia.

She started CTC Computer Training & Consulting in 1990 by providing one-day corporate training courses at companies throughout Simcoe County. But a growing number of people were calling to ask if they could come to her for training. Soon, these companies were sending their employees to Stead's house to learn Word Perfect, Lotus and DOS programs.

"I thought, this is just so cool because here I am working out of my house and I've got Molson's sending me people and the OPP sending me people - all of these big companies sending people to my house to be trained. I was really the only private training company around here at the time."

The introduction of Windows in the early 1990s kept Stead with a steady stream of clients who needed to learn Microsoft Word and Excel. Operating out of her home was no longer a viable option, despite the fact that she was also doing a lot of on-site instruction for her clients.

In 1993, she opened an office in Orillia but three years later, closed it to open a larger office on Collier Street in Barrie.

Now, the Koslov Shopping Centre houses CTC's large classroom that can accommodate up to 10 students at a time with state-of-the-art computers and technical equipment.

\While CTC provides on-site training to about 75 per cent of its clients, courses are also offered here for anywhere from five-to-10 people at a time.

Private individuals can also sign up for courses offered at the Koslov Centre.

Stead and her instructors have taught more than 85 different courses to more than 20,000 people and currently offer one-day training courses for 14 different software packages - some up to four levels - including Microsoft Word, Excel, PowerPoint, Access, Project and Web-page development (HTML and FrontPage).

"One-day courses are good. Companies love it," she said.

"They don't want their employees gone for a long period of time. They want them back in a short period of time and they want them back with a lot of knowledge. We've mastered the technique of giving people a lot of information in a short period of time and having them retain most of it."

CTC can also help businesses improve computer productivity by developing Word macros with repetitive letter functions and developing Access databases to keep track of statistical and reporting functions.

Organizations that have benefited from CTC Computer Training are CFB Borden, Molson, OPP and Casino Rama, as well as many local municipalities and financial institutions.

For more information on the programs, call 728-5761.

To view the course agenda and topic outlines, click on www.ctccomputertraining.com

Online registration is available with payment due on the day of the class.