



## Computer Skills & Software Training

IPS offers training in all Microsoft Office applications from the beginner through advanced skills, as well as Adobe Suite, QuickBooks, and other software packages. We can also provide higher level IT credentials and Microsoft certifications as required by specific industries or jobs.

### Our Approach

Invista's software training methodology is typically hands-on, and customized to your company and employee development goals. IPS uses self-assessments or skills exams to help place learners into the correct level for their ability and design an organizational training plan with the correct modules.

Participants learn content from a qualified instructor while practicing and using newly learned skills on their own PCs. IPS can also use technology to deliver instructor-led virtual training and self-paced modules to conveniently reach more dispersed employees. Something new and exciting IPS has to offer is the capability to roll out a Mobile Laptop Laboratory right into your company with state of the art PCs through our partnership with Pierce College. Click on the link below to find out more on how to access these laptops for your organizations' training needs.

All training includes application activities which can be designed directly from the tasks your employees need to perform on the job; we use your templates and your company documents to ensure on-the-job application. Pre and post assessments demonstrate the learning gains while periodic follow-up activities keep the skills fresh for use in the workplace.

Ask us about the specific software training you need, and we will work closely with you to deliver training that raises your employees' skill levels and impacts your business outcomes.

*Click [here](#) to learn about our new Mobile Laptop Lab that your company can use for onsite training!*