

## Welcome to the FlexTraining Total E-Learning Solution

### **Our Vision**

FlexTraining helps companies and organizations reduce operating costs and improve performance throughout the enterprise. We do this by providing secure online training and testing solutions for your employees, customers, or clients who require one-time or recurrent training.

Our vision is that on-demand training should be available to public and private sector customers of all sizes and within all markets. Therefore it should be streamlined and effective, should allow customers to re-use their existing training materials, and should yield a very low overall cost of ownership. In addition, we promote simplicity by offering a complete solution from a single source. Finally, in order to maximize convenience for our customers, we always allow the customer to choose between installing a software solution and utilizing an ongoing private training center.

### **One Vision – Two Solutions**

#### **Your own installed Learning Management System**

E-Learning Instructional designers agree that the key to effective learning is interactivity. Our built in exercise templates, dynamic images and multimedia support give you a powerful E-Learning toolset. FlexTraining Learning Management System is a complete end-to-end training framework, designed from the ground up for effective web-based training

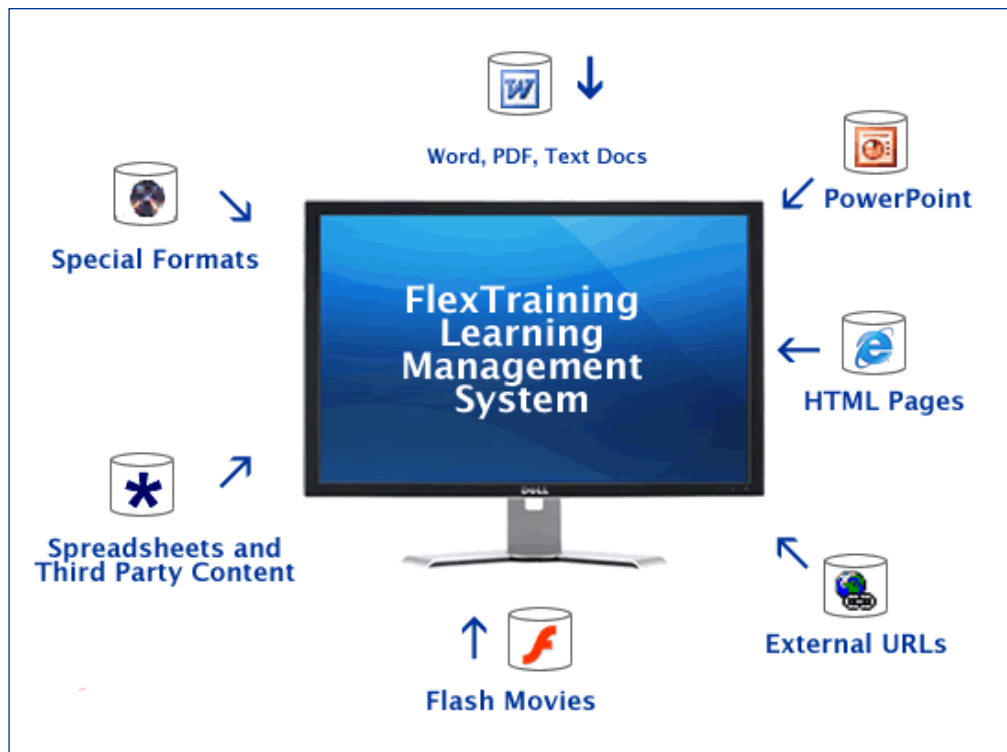
#### **An always-available online private training center**

Some companies do not have a web server or are not interested in licensing an E-Learning Software package. For these organizations, our Login & Go service is the perfect answer. Subscribers have a complete development, management and training system with built-in security and comprehensive reporting. All system features are available, including course authoring, curriculum planning, results tracking, testing, and uploading and downloading student data.



## FlexTraining E-Learning Software

### Solution 1: Proven behind-the-firewall Learning Management System



- ✓ **One-time initial fee provides a perpetual license**
- ✓ **Start training this week after a simple installation and setup**
- ✓ **Re-use existing training material (videos, text, images, etc.)**
- ✓ **One-stop shopping - no need to buy tools from multiple suppliers**
- ✓ **Very low per-student operating costs**
- ✓ **Grow your system without re-entering data or rebuilding courses**
- ✓ **Secure deployment inside your firewall for maximum control**
- ✓ **Few technical or administrative resources needed to operate**
- ✓ **Source code is included in case of desired customization**
- ✓ **Designed from the ground up for flexibility and simplicity**

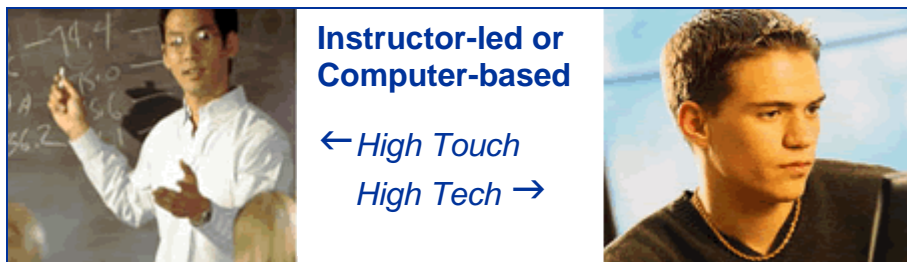


## Solution 2: Private, Secure Hosted Training Center available 24 X 7

Many customers opt for a subscription arrangement. We call it “Login & Go”, and you can use it for a Proof of Concept, a smaller-scale Pilot Project, or a full-blown long-term solution for thousands of online learners.

Each private training center delivers the following benefits:

- ✓ **Start training this week, not months from now**
- ✓ **Re-use existing training material (videos, text, movies, images, etc.)**
- ✓ **No need for large up-front investment**
- ✓ **Very low per-student costs per month**
- ✓ **Reliable 24 X 7 system availability**
- ✓ **Secure menus for managers, instructors, course developers**
- ✓ **Standards-based design for performance and simplicity**
- ✓ **No need to buy or Install Software**



FlexTraining is a learning management system powerful enough for the enterprise, yet so simple that you can be delivering interactive education in hours rather than weeks.

Do you have a budget and a timeframe in mind? Let's work together to meet your goals.

## Other Available Information

Create an Online Training Strategy



**Ideas for E-Learning**  
Advancing E-Learning Technology



[www.FlexTraining.com](http://www.FlexTraining.com)

Content Transformation • Best Practices • Results Measurement  
Instructor Collaboration Tools • Time and Cost Savings

### Online Training Ideas Book

Your E-Learning Consultant may provide you with our high-level Ideas Book. This summary booklet discusses content development, collaboration and the importance of measuring results. Other topics include using the right tools and formats, and the latest E-Learning best practices.

Training • Innovation • Results



**Info Book**  
Advancing E-Learning Technology



[www.FlexTraining.com](http://www.FlexTraining.com)

On-Demand E-Learning • Cost-Effective • Streamlined Design Collaboration •  
Multi-Language • Flexible Testing

### FlexTraining Info Book

Ask your E-Learning Consultant about this detailed booklet that covers features, benefits, options, and implementation strategies. Includes selected case studies, comparisons, and training concepts.

**E-LEARNING QUICK REFERENCE CARD**

**Summary: 10 items you should know:**

- 1. **Assessment:** Use test or quiz data to identify or measure effectiveness or timing of student materials for course.
- 2. **Assessments:** Use test or quiz data to identify or measure effectiveness or timing of student materials for course.
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**Learning Content File Formats:**

| File Format | Supported | Notes                               |
|-------------|-----------|-------------------------------------|
| PDF         | Yes       | Standard format for documents.      |
| DOC         | Yes       | Microsoft Word documents.           |
| PPT         | Yes       | Microsoft PowerPoint presentations. |
| XML         | Yes       | Extensible Markup Language files.   |
| HTML        | Yes       | Web pages.                          |
| RTMP        | Yes       | Real-time streaming protocol.       |
| MP4         | Yes       | MPEG-4 video files.                 |
| MP3         | Yes       | MPEG-3 audio files.                 |
| SWF         | Yes       | Shockwave Flash files.              |
| ZIP         | Yes       | Compressed files.                   |
| RSS         | Yes       | Really Simple Syndication feeds.    |
| XML         | Yes       | Extensible Markup Language files.   |
| HTML        | Yes       | Web pages.                          |
| RTMP        | Yes       | Real-time streaming protocol.       |
| MP4         | Yes       | MPEG-4 video files.                 |
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**Learning Performance and Tools:**

| Tool/Feature       | Supported | Notes                                    |
|--------------------|-----------|--|
| Assessments        | Yes       | Supports various assessment types.       |
| Collaboration      | Yes       | Supports discussion boards and chat.     |
| Content Management | Yes       | Supports various content types.          |
| Reporting          | Yes       | Supports various reporting options.      |
| Security           | Yes       | Supports various security protocols.     |
| Integration        | Yes       | Supports various integration options.    |
| Accessibility      | Yes       | Supports various accessibility features. |
| Mobile Learning    | Yes       | Supports various mobile devices.         |
| Multi-Language     | Yes       | Supports various languages.              |
| Flexible Testing   | Yes       | Supports various testing options.        |

**Sample Effective Course Plan:**

1. **Introduction (Introduction and Welcome)**
2. **Introduction (Introduction and Welcome)**
3. **Introduction (Introduction and Welcome)**
4. **Introduction (Introduction and Welcome)**
5. **Introduction (Introduction and Welcome)**
6. **Introduction (Introduction and Welcome)**
7. **Introduction (Introduction and Welcome)**
8. **Introduction (Introduction and Welcome)**
9. **Introduction (Introduction and Welcome)**
10. **Introduction (Introduction and Welcome)**

**Checklist for Effective Course Plan:**

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### E-Learning Quick Reference Card

On one side it's a Project Checklist, with simple steps to build and launch online courses. On the other side is a handy glossary, a suggested course flow for course authors, and guidelines for using different types of common file formats such as PowerPoint and Flash.