

# HANDS-ON WORKEXPO TRAINING TERM 4, 2011



- **INTRODUCTION TO WORKEXPO FULL DAY SESSION**

**Get more out of WorkExpo (work-experience management software)**

Attend a full-day hands-on training session with WorkExpo programmer, Terry Chapman. You'll have your own computer for the entire session. The training facility is centrally located in South Melbourne. Each session is limited to 10 participants.

**VENUE:** Level 1, 280 Coventry Street, South Melbourne

**SESSION TIMES/COST:** Session is full day.

**SESSION:**

**Introduction To WorkExpo**

9:00 pm - 3:30 pm - Monday, 5 December 2011

**Session Cost:**

\$396 per session and includes light lunch.  
(\$360 plus \$36 GST)

**TOPICS COVERED:**

**Overview**

This course caters for teachers new to WorkExpo. WorkExpo is built and designed for work experience coordinators and work placement organizers working with students and young people. WorkExpo offers significant administrative features which benefit teachers in schools and provides efficient and effective ways to manage work experience programs.

**Key Topics –**

- Data entry and record navigation
- Edit/Find records
- WorkExpo optional features walkthrough
- Creating arrangements
- Producing letters and reports
- Keyboard shortcuts
- Tips and Tricks using WorkExpo

## Key Topics

- Importing/Exporting Data
- Network setup and Management
- End of year rollover and archiving
- WorkExpo and Microsoft Word
- Data file management
- Archiving Data Strategies

### Book training online here:

<http://www.infoplan.com.au/support/booktraining.htm>

### More detail about training:

<http://www.infoplan.com.au/workexpo/wetrain.htm>



Or send to: INFO PLAN SOFTWARE (ABN 35 665 677525)

PO Box 195, ELWOOD VIC 3184

Please accept my registration for WorkExpo training as indicated below.

**WORKEXP**O Training Sessions: Tick box(s)

Monday, 5 December 2011 INTRO TO WORKEXPO (9:00 – 3:30)

Payment Method: (Select **one only**)

Please send a tax invoice to my school for payment at a later date

or

I enclose a cheque for \$..... made payable to 'INFO PLAN'

or

Direct EFT deposit - Bendigo Bank BSB 633-000 A/C 1117-26956 'Info Plan'

NAME OF ATTENDEE(S): .....

SCHOOL: .....

ADDRESS: .....

EMAIL: .....