PowerData Group

E-LEARNING

TRAINING COURSES

Training Courses

Stay ahead in today's digital world with expert-led training that enhances productivity and efficiency.

With flexible delivery options and hands-on instruction, you'll gain practical knowledge you can apply immediately. Let's make learning work for you.

e-Learning

What Style of Training Do You Need?

Choosing the right training format can make all the difference in how well your team learns and applies new skills.

We offer flexible training options tailored to your organisation's needs. Whether you need structured classroom sessions, or a hybrid approach, or something completely different, we have a solution that fits.

Public Training

Ideal for individuals or small teams who want to join a scheduled course with participants from other organisations. Public training sessions provide a structured, interactive learning environment where attendees can benefit from sharing experiences with others. These sessions follow a set curriculum and are perfect for those who want to upskill without the need for a dedicated in-house session.

In-House Training

Looking for a training session tailored specifically to your team? In-house training brings our expert instructors to your workplace or chosen location, allowing you to focus on the exact skills your team needs. This option ensures a personalised approach, helping your employees learn in a familiar setting while addressing real-world scenarios relevant to their roles.

Off-Site Training

Want to take your team out of the office to focus on learning without distractions? Off-site training allows your employees to step away from their usual work environment and engage in focused, hands-on learning. Conducted at a dedicated training facility, this method is great for fostering collaboration, team bonding, and skill development without the usual workplace interruptions.

Live Online Training

A great option for remote teams or businesses looking for flexible learning solutions. Live online training sessions are conducted in real time by expert instructors, offering interactive and engaging learning from anywhere. Participants can ask questions, collaborate with others, and apply what they learn immediately, all while avoiding travel time and costs.

Self-Paced Assisted Learning

For those who prefer flexibility, self-paced assisted learning provides access to structured training materials, including videos, manuals, and exercises, allowing learners to progress at their own speed. Unlike fully independent learning, this method includes support from trainers who are available to answer questions and guide participants when needed, making it a great balance between flexibility and structured learning.
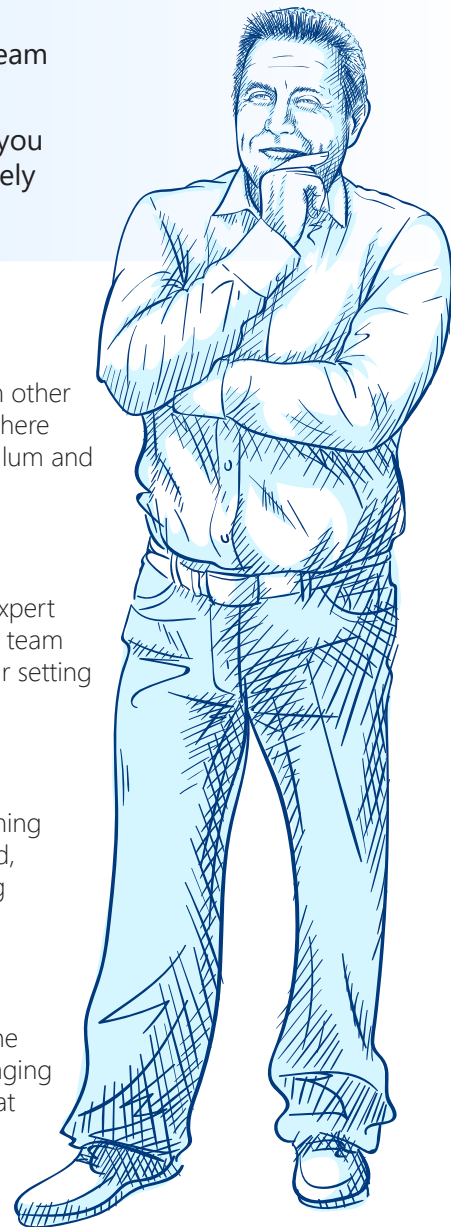
Roving Training

If your team needs quick, targeted support, roving training is an excellent solution. This style, also known as floor walking, involves our trainers being available in your workplace (or online) to assist employees with real-time challenges as they work. Rather than a structured classroom session, this method provides on-the-spot guidance, troubleshooting, and hands-on support exactly when and where it's needed.

Seminar / Webinar / Awareness Sessions

Need to introduce a new program or process to a large audience? Seminar /Webinar / Awareness sessions provide a high-level overview of a topic in an engaging and informative format. These sessions are ideal for launching new software, introducing company-wide initiatives, or providing employees with insights into new technology and workflows. They help teams understand key concepts quickly and decide whether more in-depth training is needed.

If you're unsure which option is best for your team, we're happy to discuss your needs and recommend the perfect training solution.

Articulate Storyline Introduction

Ever looked at an interactive eLearning course and thought 'I wish I could create that'? This course transforms beginners into confident eLearning developers.

Whether you're new to Storyline or exploring its features, you'll master creating professional, engaging courses without coding.

Skill Level: Beginner **Duration: 1 Day** **Time: 9:00am – 4:00pm**

Course Content

Exploring Storyline

- Soryline Interface
- Explore a finished project
- Explore Slides and Panels
- Zooming and Magnifying
- Previewing

Creating Projects

- Create a New Project
- Insert New Slides
- Applying Layouts

Add Content

- Add an image
- Insert a caption
- Create and format a text box
- Work with a list
- Add a shape
- Insert a character

Adding Interactivity

- Add Buttons to slides
- Change button states
- Create layers

Adding Triggers

- Add a Trigger to a button
- Add Triggers to Show Layers
- Add Triggers to Hide Layers
- Delete Triggers
- Hide Player Buttons

Animation & Video

- Timeline Panel
- Naming Objects on the Timeline
- Locking and Hiding Objects
- Rearrange Object on Timeline
- Control Object Timing
- Animate an Object
- Add a Slide Transition
- Insert Video

Working with Web Objects

- Inserting Web Objects
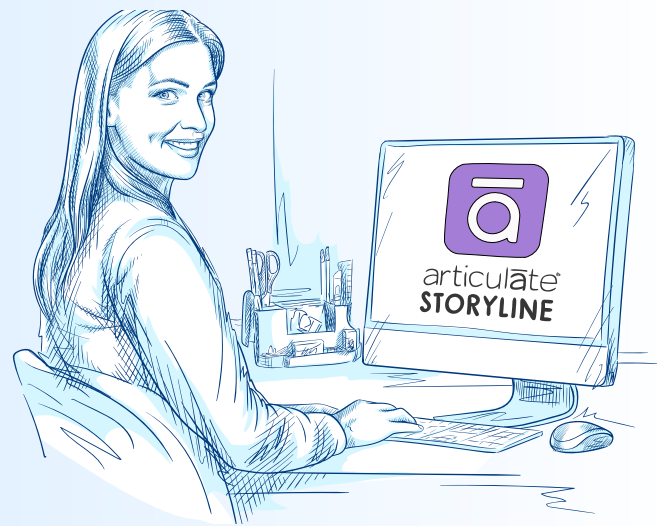- Web Objects Permissions

Publishing Your Project

- Publish Course Content
- Publishing Options

Articulate Storyline Intermediate

Ever wanted to create cool interactive features like sliders and hotspots? This intermediate course transforms basic users into skilled eLearning developers.

You'll master creating interactive elements, custom players, and engaging activities that elevate your courses.

Skill Level: **Intermediate**   Duration: **1 Day**   Time: **9:00am – 4:00pm**

Course Content

Importing from PowerPoint
- Importing PowerPoint Content
- Checking for Import Issues
- Cleaning up Animations

Using Slide Masters
- Understanding Slide Masters
- Adding Slide Masters & Layouts

Creating Markers
- Adding Markers
- Formatting Markers
- Setting Marker Options

Creating Zoom Regions
- Working with Zoom Regions
- Adjusting Zoom Speed
- Adding Panning Effects

Creating Sliders and Dials
- Working with Sliders
- Creating Sliders
- Formatting Sliders
- Working with Dials
- Adding Interactivity

Hotspots
- Using Freeform Hotspots
- Setting Hotspot Triggers

Scrolling Panels
- Creating a Scrolling Panel
- Adding Text to Scrolling Panels

Freeform Drag and Drop
- Drag Items and Drop Targets
- Adding Triggers
- Setting Drag and Drop Options

Accessibility
- About Accessibility
- Alt Text and Tab Order
- Closed Captions

Importing and Using Templates
- Importing Templates
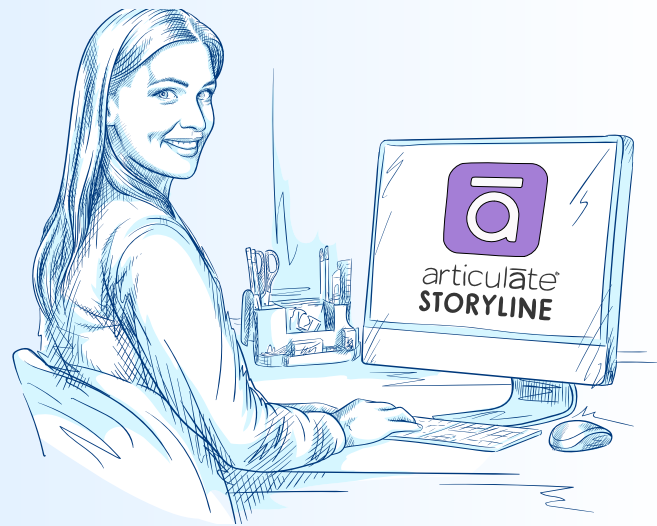- Saving as a Template

Designing a Player
- Basic Features
- Menu, Resources & Glossary
- Navigation Button Options

Articulate Storyline Advanced

Ready to unlock Storyline's most sophisticated features? This advanced course transforms skilled users into eLearning wizards.

Perfect for experienced users, you'll master variables, motion paths, and JavaScript integration to create extraordinary learning experiences.

Skill Level: Advanced **Duration: 1 Day** **Time: 9:00am – 4:00pm**

Course Content

Motion Paths
- Working with Motion Paths
- Using Motion Paths with Triggers
- Using Multiple Motion Paths

Introduction to Variables
- User-Defined Variables
- Text (String)
- Number
- Logical/Boolean (True/False)

Creating Text Variables
- Creating and Displaying Text Variables
- Adding Conditions to Variables

Numeric (Number) Variables
- Performing Calculations using Numeric Variables

True/False (Boolean) Variables
- Using True/False Variable
- Creating Customised Learning using with Booleans
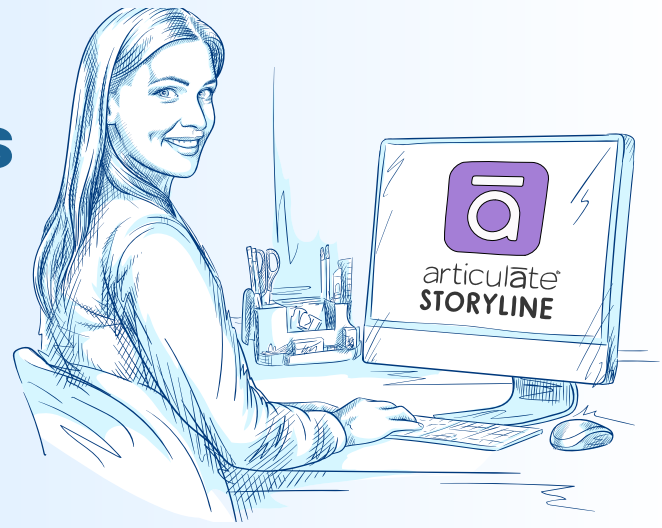
Use JavaScript with Storyline
- JavaScript Best Practices
- Importing JavaScript
- Use JavaScript

Articulate Storyline Quizzes and Simulations

Ever wanted to create quizzes that actually engage learners? This specialised course transforms basic assessment creators into assessment architects.

You'll master creating adaptive quizzes and professional software simulations that enhance the learning experience.

Skill Level: Intermediate　　　**Duration: 1 Day**　　　**Time: 9:00am – 4:00pm**

Course Content

Creating Quizzes and Assessments

- Which Question Types to Use
- Using Graded & Survey Questions
- Result Slides
- Freeform Questions

Question Banks

- Creating Question Banks
- Using Question Banks
- Importing Questions from Excel
- Randomising Questions

Using Feedback Masters

- Adding Feedback Masters and Layouts
- Managing Feedback Masters

Using Audio in Storyline

- Importing Audio
- Editing Audio
- Setting Cue Points

Creating Screen Recording

- Recording your Screen
- Inserting Recording
- Playback Modes

Publishing and Tracking Projects

- Publish for Web, LMS, HTML5 and Mobile Devices
- Using Tracking Options for LMS's

Articulate Rise Introduction

Ever looked at a sleek, responsive eLearning course and wished you could create something similar? This half day course transforms training content creators into eLearning heroes.

You'll learn to build engaging, mobile-friendly courses that look professional on any device.

Skill Level: Beginner   **Duration: ½ Day**   **Time: 9:00am – 12:00pm**

Course Content

Exploring Rise

- What is Articulate Rise?
- Accessing Rise
- The Rise Dashboard
- Viewing Existing Rise Courses

Creating Courses

- Creating New Rise Courses
- Creating and Using Folders
- Working with Sections and Titles

Adding Blocks to a Course

- What are Blocks?
- Adding Blocks to Lessons
- Images
- Image Alt Text
- Labeled Graphics
- Text and List Blocks
- Audio
- Videos
- Flashcard Blocks

Adding Quizzes

- Overview of Quiz Types
- Creating a Quiz
- Quiz Settings

Course Settings

- Applying a Theme
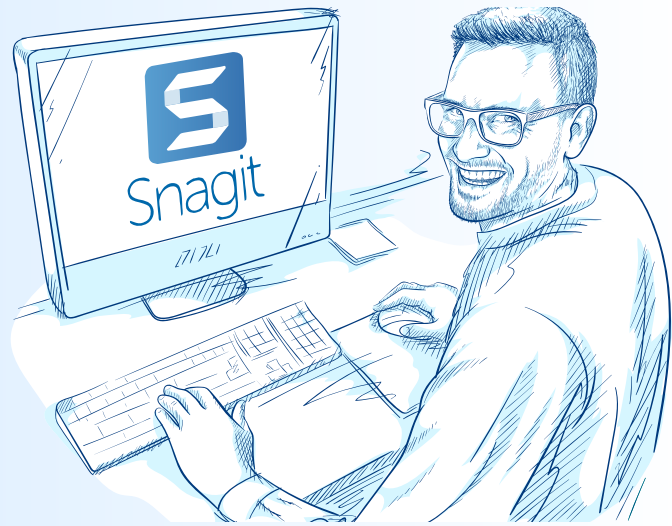- Navigation Options
- Translations
- Labels

Previewing and Sharing a Course

- Preview your Course
- Responsive Displays
- Sharing a Course
- Publishing a Course

TechSmith Snagit Introduction

Ever struggled to effectively capture and annotate screenshots? This half day course transforms basic screenshot takers into visual communication experts.

Whether you're new to Snagit or using basic tools, you'll master professional-quality screen captures and annotations.

Skill Level: Beginner   Duration: ½ Day   Time: 9:00am – 12:00pm

Course Content

Snagit Introduction

- About TechSmith Snagit
- Capture Window Overview
- Editor Overview
- Library Overview

Using the Snagit Editor

- Opening the Snagit Editor
- About Snagit Tools
- Editing your Captured Images
- Annotating with Snagit Tools

Using the Snagit Library

- Opening the Snagit Library
- Searching & Filtering the Library
- Organising your Captures
- Adding & Removing Tags
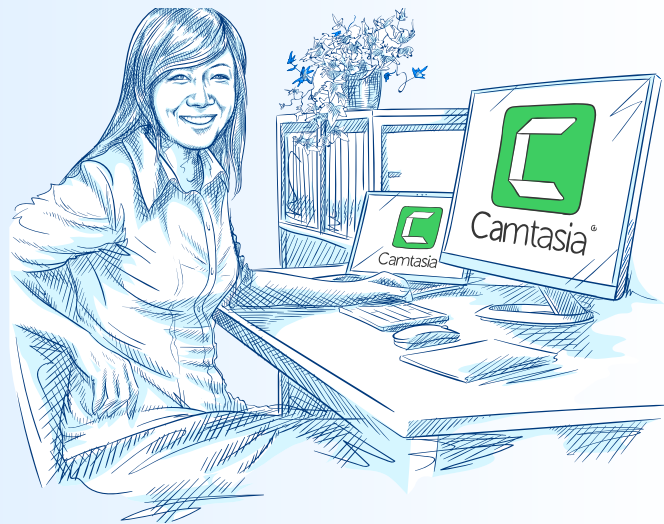- Deleting Captures

Creating Screen Captures

- Opening the Capture Window
- Capturing your Screen – All in One
- Capturing Images
- Capturing a Region
- Capturing a Panoramic Area
- Recording a Video

TechSmith Camtasia Introduction

Ever wished you could create professional-looking tutorial videos? This course transforms recording rookies into screencast storytellers.

Whether you're new to screen recording or using basic tools, you'll master creating polished tutorials with professional effects.

Skill Level: Beginner   **Duration: 1 Day**   **Time: 9:00am – 4:00pm**

Course Content

Considerations before Screencasting

- Why use a Storyboard?
- Equipment Considerations
- Learning Styles

Exploring Camtasia

- The Camtasia Interface
- Camtasia Preferences
- Overview of Tools
- The Media Bin and Library
- Working with the Canvas
- Properties Panel
- The Timeline
- Understanding the Playhead

Adding Media to your Project

- Importing Video and Still Images
- Adding Basic Screenshots
- Adding SnagIt Screenshots
- Using the Media Bin
- Using the Library
- Adding Content to the Timeline
- Naming Tracks
- Selecting & Deleting Media

Dealing with Audio

- Record Voice Narration
- Noise Removal
- Fade & Lower Audio Volume
- Locking and Hiding Tracks

Using the Camtasia Recorder

- The Recorder Interface
- Setting Recording Options
- Defining the Capture Area
- Viewing with the Editor

Editing your Footage

- Moving Footage on the Timeline
- Trimming Footage
- Splitting Footage
- Ripple Delete
- Creating Frame Extensions

Animations and Transitions

- Zoom n Pan
- Scaling and Cropping
- Basic & Custom Animations
- Adding Transitions to Clips

Annotations

- Callouts
- Arrows and Lines
- Shapes
- Blur and Highlight
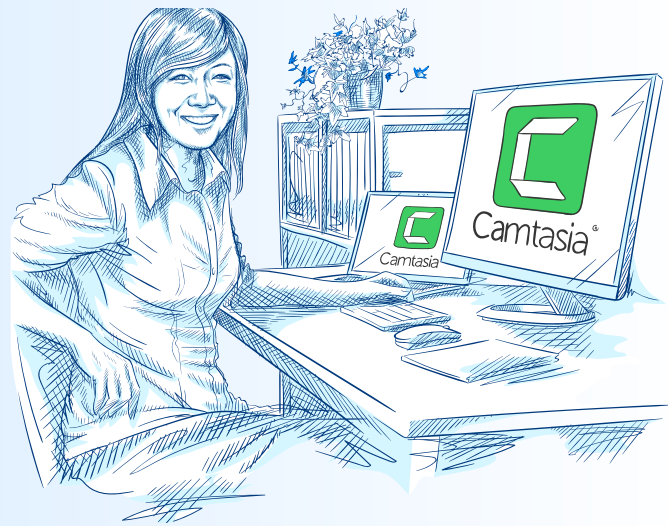- Sketch Motion
- Keystroke Callouts

Producing & Sharing Screencasts

- Produce a Local File
- Produce for Web
- Share to YouTube

TechSmith Camtasia Intermediate

Ever watched polished training videos and wondered how they look so seamless? This intermediate course transforms basic users into professional content producers.

You'll master advanced effects, smart focus, custom transitions, and optimised video production techniques.

Skill Level: **Intermediate**	Duration: **1 Day**	Time: **9:00am – 4:00pm**

Course Content

Customising Camtasia

- Project Settings
- Customising Keyboard Shortcuts
- Personalising Library Assets
- Storing Items in Libraries
- TechSmith Assets
- Themes
- Templates
- Place holders
- Using Export Frame As

Time Savers

- Magnetic Tracks
- Ripple Extend and Move
- Soloing Tracks
- Adding Proxy to a Video
- Removing a Proxy

Adding Advanced Touches

- Adjusting the VU Metre
- Editing Audio with Audiate
- Grouping
- Behaviours
- Cursor Effects
- Clip Speed
- PowerPoint Add-in

Advanced Visual Effects

- Track Mattes
- Interactive Hotspots
- Motion Blur
- Remove a Colour
- Colourise
- Borders
- Shadows
- Smart Focus
- (Mac Only Effects)
- Freeze Region
- Keystroke
- Mask
- Reflection
- Spotlight

Closed Captions

- Creating Closed Captions
- Importing a Script
- Splitting & Merging Captions
- Syncing Captions
- Exporting Closed Captions

Using Quizzes

- Adding a Quiz
- Quiz Properties
- Multiple-Choice Questions
- Fill in the Blank Questions
- True/False Questions
- Short Answer Questions
- Quiz-Reporting Options

Markers & Table of Contents

- Creating & Deleting Markers
- Naming & Adjusting Markers
- Table of Contents

Advanced Publishing

- Production Wizard Options
- Creating a SCORM file
- Uploading to a LMS
- Packaging
- Batch Production