

Other Comments

- The instructor was a wealth of information, and able to address the various learning levels of the students very efficiently. Also presentation style was engaging & positive - able to liven up what could be 'boring' information. After years of 'resisting' Excel, I am now converted! Thank you for all the energy you put into presenting the information as completely as possible in the short time we had!*
- The instructor was excellent, very friendly and made the course very interesting.*
- The instructor was amazing. She had some delightful tips and tricks that are very useful.*
- This course was extremely informative and the teacher Joanne Swensrude was EXCELLENT! Thank you very much!*
- I didn't think I'd learn as much as I did but in the end I learned quite a few short cuts I had no idea existed prior. Very happy with the course.*
- The instructor was very interesting and entertaining to listen to. I really enjoyed the entire course, there was a great balance between the lecture and the hands on material, and the instructor had a lot of interesting and handy tips to share. Thanks! I'll be back for level 2.*
- I have been in several of Joanne's courses and am always pleased and impressed with her instruction. She makes it easy to learn.*
- Amazing! I learned a lot of new information and helpful tips. The instructor was positive, upbeat, and made a computer training course a lot of fun and easy to understand. The time flew by.*
- The session was great. The instructor kept a quick pace to the course, while also helping those that needed help, without slowing the course down. I would strongly recommend the course to others.*
- This is the second course I took with Joanne. She is one of the best instructors I've ever had. I really like her style of teaching, I find it very easy to follow and she takes time for all questions. Thank you.*
- Joanne is an excellent instructor, patient, easy to follow and she presented in an interesting/entertaining way making it both fun and interesting. I would recommend her courses to anyone and hope my next one is with her.*

Clients Include

- Northlands
- Zep Manufacturing
- Penzek Murray Kowalchuk (Law Firm)
- Triple Five Corporation
(West Edmonton Mall)
- University of Alberta
(Technology Training Center)
- United Way of the Alberta Capital Region
- Edmonton Youth Orchestra Association
- Dr. Ernest J. Hodges Professional Corp.
- Iconic Interactive Group Corp.
- BNG Pro Motion
- Reflections Auto Body
- Mind Alive Inc.
- Douglas Sollows Architect



Joanne Swensrude

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HAVE YOU EVER SAID:

I WISH I'D
KNOWN THAT
SOONER!



Computer Training
At Your Office!

Joanne Swensrude

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jswensrude@shaw.ca

www.knowitsooner.com

"I Wish I'd Known That Sooner!"

OUR CLIENTS SAY THAT WHEN THEY TAKE OUR CLASSES!!!

Anybody can figure out computers—eventually!

Why not have a professional come in and "cut to

the chase"? I will show you and your staff the

most efficient way to use their software in

order to get the job done quickly and make it a

piece of cake for someone else to update/edit

later. That frees

up more time to

do other tasks

that can help your business run smoother!! Don't

have a lab? No problem, I will bring one!



Our courses pay for themselves in no time!!

Software we train on:

- 👉 Microsoft Word
- 👉 Microsoft Outlook
- 👉 Microsoft Excel
- 👉 Microsoft PowerPoint

Services Offered

In the convenience of your own office

Lunch'N'Learns (1.5 hours) Demonstration Style You supply lunch or ask your employees to bring a lunch. I will present tips for an hour and you can ask questions for the last half hour. You may have up to 25 participants per session.	\$250.00/ each session or \$2,250 for 10 sessions
Lunch'N'Learns (1 hour) Same as above, only it lasts for one hour, not 1.5 hours.	\$200.00 each or \$1,800 for 10 sessions
Computer Classes (3 hours) Hands On You supply the computers and I'll come in and teach for half a day. Typical class size is between 6 and 10.	\$300.00 per class
Computer Classes (6 hours) Hands On You supply the computers and I'll come in and teach for the whole day. You can break up a 6 hour class over 2 days if you'd like! Typical class size is between 6 and 10.	\$500.00 Per day
Computer Classes (6 hours) Hands On I supply 8 laptop computers and come in and teach for the whole day. You can break up a 6 hour class over 2 days if you'd like!	\$50.00 setup fee \$950 per day ONLY \$118 per student!
One on One Training (hourly) Hands On You provide the topic, I'll come to your office and give you a hand!	\$75.00/hour Minimum 2 hours
Spreadsheet/Document Creation/fix up Have a spreadsheet or document that "needs work"? Let me at it! I'll reformat it so you and your staff can take it over and work with it easily.	\$75.00/hour

Other Ideas

Here are some other ways I have helped companies relay computer tips to their staff. Please call me to discuss them!

- 👉 Fundraiser Workshop for your organization or team
- 👉 Employee Morale Program
- 👉 Gift Certificates
- 👉 Staff Meeting Presentations
- 👉 Remote Training
- 👉 Webinars
- 👉 New Employee Orientations
- 👉 Monthly Brown Bag Lunch'n'Learns

