



## *Take Your Practice Online with Training Innovations*

Our **e-Career Service Alliance** is a full service solution that enables you to deploy and deliver e-career services using our expertly designed course materials and our easy-to-use technology.

### *Discover the Benefits*

To help you decide if our solution is the right option we provide the following consultation services at no cost to you:

- An initial meeting to identify your needs and discuss possible service options
- A guided demonstration of our virtual learning environment
- Our proposed solution and estimated service quote

## *1 Design Your Program*

Once we've agreed to work together, our Learning Consultants will start designing your program. The first step includes establishing the program structure and selecting appropriate materials from our Content Collections.

### *Program Structure*

Determining the best program structure and model is critical to the success of the project. We'll work with you to decide whether a continuous intake or a group delivery model best meets your needs. Both options offer your participants individualized coaching and interaction with their e-Facilitator.

### *Content Collections*

Designed with a thoughtful and constructivist approach, our course materials ensure that the dynamic relationship between client and facilitator is promoted throughout the learning and counselling process.

Our Content Collections include a variety of career topics that are suitable for: an individual counselling process, a group or individual program, or an online workshop.

Our curriculum is designed to:

- Engage a variety of learning styles
- Help participants to take action and apply new skills
- Promote interaction between participants and their e-Facilitator
- Guide participants toward counselling objectives with interactive activities
- Give participants the tools they need to be successful in career planning, transition and job search



## 2 **Deploy with Confidence**

The next step is to customize your program, create a promotional plan and educate your stakeholders (as needed). We work closely with you to build a solid foundation for your program's success.

### **Program Configuration**

To ensure the program reflects your organization's culture and approach, and the specific needs of your participants we will:

- Help you establish a client registration process
- Integrate a client authorization form to meet your organization's requirements
- Customize program FAQ's to include information about your organization
- Upload e-Facilitator(s) welcome page Bios and personal photo(s)
- Format and upload your e-Facilitator welcome and goodbye videos
- Insert your organization logo
- Assist you in choosing a unique program name
- Regionalize labour market information in the program curriculum
- Customize the web resource links in the program materials
- Provide directions on how to link to the course log in page from your website

### **Promotional Support**

We share our experience promoting online career services and provide you with recommendations for attracting clients to your program. Our marketing team is also available for consultation on specific situations and regional / community considerations.

### **Working with Stakeholders**

For Career Agencies and Post-Secondary Career Centres, we offer strategies for communicating the benefits of e-career services to stakeholders including an internal board, management team, or external funding bodies. Our extensive experience working with public and private organizations will help you show-case your service with meaningful metrics.

Training Innovations Inc.  
#600-4180 Lougheed Hwy  
Burnaby, British Columbia Canada V5C 6A7  
1-866-298-4757  
[www.training-innovations.com](http://www.training-innovations.com)

## 3 **Deliver to Your Clients**

We want this to be a successful experience for you and support you in achieving your objectives. In this stage we focus on staff preparation and training, technical set up and implementation support.

### **Staff Preparation**

We provide training for your e-Facilitator(s) to help them develop the necessary skills for effective online facilitation. We will also provide training to your administrative staff so that they understand the system, know how to register clients and establish program sessions.

### **Technical Hosting & Support**

Our hosting service allows our program and pricing to be accessible, affordable and reliable – eliminating the need for any costly software, hardware, technical support staff, or in-house programming.

Our hosting service includes:

- Secure data storage
- Secure Internet access using SSL
- High-speed fiber optics Internet connection
- Firewall and anti-virus protection
- Daily data backups
- Uninterrupted power supply
- Technical support by phone or email to your administrative staff

### **Implementation Support**

We will work with you to establish an implementation strategy to support your organization after the launch. This strategy will focus on operations and a six-month review to ensure satisfaction and success.

*For more information about our e-Career Service Alliance, please contact us at 1-866-298-4757 or email us at [evolve@training-innovations.com](mailto:evolve@training-innovations.com)*

