



November 2009

eLearning Products and Services

Electrovision Company Overview

Electrovision U.K. Ltd is a specialist elearning company established in 1988. In excess of 500,000 people have been trained using our materials.

We focus on all aspects of elearning and technology based training and provide a range of products and services aimed at satisfying diverse and evolving requirements. Our prestigious client list includes corporations, public sector, and education.

eLearning Products and Services

Our product ranges include Learning Management Systems, from simple entry level systems to fully featured, high end LMS's. We also provide hosted LMS services. Data integration with the organisational HR system can be provided with the more advanced LMS's.

Our elearning courseware ranges cover IT Skills and ECDL, Management Skills, Sales, Health and Safety and Legislation. Courses can be tailored for your own organisation and we can map the courses to your own competency and qualification framework.

We support a variety of authoring tools suitable for various types of content authoring and provide train the author services. We also offer bespoke authoring services.

Electrovision has extensive experience in producing organisational elearning strategy, implementation and deployment plans.

Further Information

We would be delighted to visit on site to discuss your requirements.

To preview any of our courses online please contact us for a logon code.





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ELECTROVISION UK LTD

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Advanced Learning Management System 3

A robust and completely scalable system, enabling organisations to deploy, manage and report on elearning, classroom learning and other forms of learning via an Intranet or the Internet.

The system is SCORM 1.2 and 1.4 compliant with a wide range of functionality, allowing a full range of training materials and media to be integrated.

A choice of 3 Mix and Match versions, the eLMS, Full LMS and the Performance Module, ensures that the specific functionality meets requirements.

This LMS will integrate with SAP, Oracle or SQL HR database systems.

- Assigns and tracks all forms of elearning, web based learning, classroom training and training resources.
- Provides an intuitive and user friendly interface
- Customisable interface.
- Management reports.
- Online collaboration including; forums, chat rooms and email tutor.
- Create multiple user groups to suit the organisational structure.
- Tailors course catalogues to fit corporate training needs.
- Identifies and addresses skill gaps between competency levels and job profile requirements for both individuals and groups.
- AICC and SCORM compliant to enable integration with a wide variety of training content.
- Can be installed in-house or hosted externally.
- Fully customisable.
- Integrates with SQL, Oracle and SAP databases.

Optional Performance Module- adds performance review, appraisal, competency matching, 360 assessment functionality and succession planning.

Support Available- On Site Training, Telephone support, On Site Installation, Hosted Service, Consultancy

Minimum System Requirements- Dedicated server, Windows 2000/2003, IIS, .NET Framework, MSDE/SQL/Oracle/SAP Database, SW / SMTP (for automated email). **User:** Win 2000/XP/Vista, I.E. 5.0 or Netscape 6.0 or above, email client (optional), at least 56kps is required for Internet access.



Key Advantages of an LMS

- Improved business performance by managing resources more effectively
- Enables strategic delivery of targeted learning more quickly and efficiently
- Manage and meet regulatory requirements
- Train, assess and report for compliance purposes
- Connect knowledge and competencies to business objectives
- Identifying skills gaps and training requirements
- Manages learning plans
- Makes employees and managers accountable for completing training
- Provides 24x7 self service learning, collaboration tools, deadlines and accreditation
- Provides significant ROI
- Reduces overall costs of delivering training

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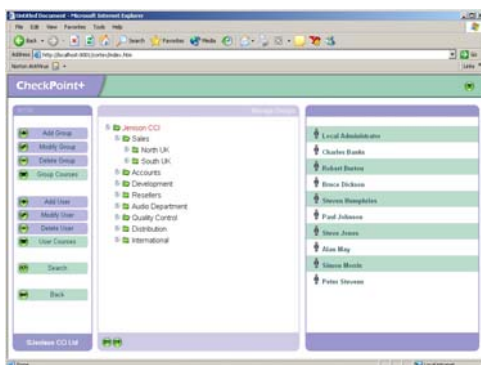
An entry level, low cost, reliable, easy to use LMS that can be used in-house or internet hosted allowing administrators to –

- manage users
- deliver elearning
- track usage and test results
- produce reports



Features

- Thin client delivered eg Citrix
- Scalable using SQL database, MSDE for smaller installations
- No plug-ins or downloads, entirely server based
- Requires IE5 or higher
- Manages Users – individual, sub group, main group, and department
- Manages Security – 3 levels- user, manager, administrator
- Allocate Courses
- Records time online and test results
- Provides Certificates
- Standard Reports, with graphs
- Provides a Training Menu to launch courses
- Centrally controls audio on/off



Systems Requirement-

Server- Windows 2000/2003 web server/ IIS 5 or 6/ MSDE or SQL database. Workstation- IE5 or higher browser, Audio card optional



If setting up an in-house LMS is not a practical option because of-

Limited access to appropriate technical resources?

Short term strategic training projects?

Small numbers of people for specific courses?

Then leasing space on an external server already set up with an LMS may be the answer-

Ease of Implementation

Low maintenance

Automatic upgrades

The LMS can be taken in-house as and when required, or relevant data exported to a system of your choice.



Benefits of a Hosted Service:

Enables you to implement your LMS while relieving you of hardware purchases, upgrades, and maintenance expenses.

No need to worry about the technology, you'll be focused on getting results.

Electrovision's hosting services are delivered by a leading provider of technology services.

24/7/365 monitoring, ensuring business information is secure.

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MS Office 2007
Word 2007 Beginners
Word 2007 Intermediate
Excel 2007 Beginners
Excel 2007 Intermediate
Outlook 2007 Beginners
Outlook 2007 Intermediate
PowerPoint Beginners
PowerPoint Intermediate
Access 2007 Beginners & Intermediate

MS Office 2003
Word 2003
Word 2003 Advanced
Excel 2003
Excel 2003 Advanced
PowerPoint 2003
Access 2003
Outlook 2003

Type-IT (keyboard skills)

ECDL v5
1. Basic Concepts of Information Technology
2. Using the Computer & Managing Files
3. Word Processing
4. Spreadsheets
5. Databases
6. Presentation
7. Information & Communication

ECDL Contains Comprehensive Self Testing and uses MSOffice 2007 for the examples.



- Branding with your own logo
- Comprehensive skill based tests
- Index
- Bookmark
- UK audio with on/off toggle
- Printable pages
- Glossary
- Printable Quick ref cards
- No plug-ins or downloads needed
- Specifically designed for intranet and web delivery.
- Simulation based training, the application software is not required
- SCORM and AICC compliant
- Duration 6-8 hours per course



Leadership and Teams-

- Understanding Leadership
- Developing Leadership
- The Effective Leader
- Team Building
- Performance Trouble Shooting
- Managing Meetings
- Appraisal Interviewing
- Selection Interviewing
- Project Management
- Do or Delegate
- Quality in Practice

Personal Development-

- Managing Yourself
- Setting Objectives
- Making Objectives Happen
- Problem Solving
- Decision Making
- Time Management
- The Assertive Manager
- Negotiation Skills
- Working in Teams
- Planning your own Development

Customer Service-

- Caring for your Customers
- Putting Customers First

Training & Facilitation Skills-

- Coaching Skills
- Facilitation Skills
- Mentoring Skills
- One to One Training
- Training for Non-Trainers

Communication Skills-

- Effective Writing
- Persuading with Numbers
- Working with Numbers
- Preparing Presentations
- Giving Presentations
- Report Writing

Budgeting & Finance-

- Budgeting Basics
- Preparing Your Budget
- Managing your Budget
- Understanding Balance Sheets
- Understanding Profit & Loss

Literacy-

- Punctuation
- Spelling
- The English Sentence
- Best Practice for Effective Business Writing



43 Fully Customisable Courses! Add branding, organisation specific questions, case studies and business information. Add your own specific tools to the Learner Toolkit to tie in with your organisational development programme. We can map the material to your own competency framework; ensuring learning is specific to your management development requirements.

The courses are designed to help supervisors, developing managers and middle managers to meet the wide range of challenges faced in today's business environment.

Each course is highly interactive with UK voice-over, graphical exercises, and testing functionality. The emphasis is on high quality written and spoken content with input from individuals such as Professor John Adair and Sir Ludovic Kennedy.

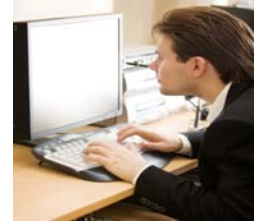
Courses are modular and last approximately 2hrs each. The courses address the following occupational standards: NVQ, Small Firms Standards, IIP and IIP Assessment Indicators.





Course Titles

- Introduction to Health & Safety
- Slips Trips and Falls
- Manual Handling
- Display Screen Equipment
- Electricity
- Fire
- First Aid
- Dangerous Substances



UK produced range of high quality intranet deliverable health & Safety courses suitable for all staff.

Courses are modular, are around one hour duration, and include a test and printable course notes.

By the end of the courses staff will-

- Understand the importance of health and safety in the workplace
- Be introduced to the health and safety at work act
- Be able to apply basic health and safety principles to the work environment
- Be able to identify and resolve common health and safety problems

Courses are SCORM and AICC to run in a Virtual Learning Environment (VLE) or Learning Management System (LMS).





7 Courses-

- **Creating your sales plan**
- **Understanding your customer**
- **Communicating with your customer**
- **Starting the Sale**
- **Sales Presentations and Demonstrations**
- **Progressing and closing the sale**
- **Managing yourself and enhancing your sales**



Customisable! These courses have fully customisable content. We can make the courses even more relevant to your employees by adding your own branding, organisation specific questions and case studies.

These 7 courses are designed to help new and experienced sales staff develop and hone their selling skills to meet the wide range of challenges faced in today's environment.

Courses are entirely browser-based for easy integration into standard networks and are suitable for delivery via an intranet, the internet, or a Learning Management System.

Each course is highly interactive with exercises and testing functionality. The emphasis of this range of courses is on high quality written and spoken content, and thought provoking questions. This involvement ensures that the theories and models used are in line with standard and up-to-date management thinking and terminology.

Courses last approximately 2hrs each.

We can map this material to your own competency framework ensuring staff at different levels in your organisation receive learning specific to their needs.

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The Professional Management Series delivers highly focused and flexible learning covering key business skills. This UK produced series covers 9 titles, a total of 52 learning objects, multiple assessments and over 35 hours of media-rich training, **including video**.

The training is compatible with popular Learning Management Systems and contains input from subject matter experts such as Professors John Adair and Cary Cooper.



9 thought provoking titles -

1. Essential Communication

- Speaking and Hearing
- Active Listening
- Active Body Language
- Questioning

2. Advanced Communication

- What is Assertiveness?
- Assertiveness Skills & Techniques
- What is Conflict Management?
- Conflict Skills & Techniques
- What is Negotiating?
- Negotiating Step by Step
- Negotiating Skills & Techniques

3. Smarter Communications

- Planning to Communicate
- Expressing Yourself
- What is Influencing?
- Influencing Techniques

4. How to Make Agreements Work

- What is a Contract?
- Identifying & Agreeing Requirements
- Negotiating & Reaching an Agreement
- Maintaining the Agreement

5. Improving Individual Performance

- Setting Standards
- Monitoring & Appraisal Performance
- Training & Development
- Coaching & Mentoring
- Career Planning
- Recruiting
- Succession Planning
- Disengaging

6. Managing a New Team

- Why Teams
- Getting to Know Your Team
- Communication
- Encouraging a Participant
- Trust & Motivation
- Establishing Responsibilities
- Agreeing Team Tasks
- Creating a Positive Environment
- Supporting a Positive Environment

7. Problem Solving for Decision Makers

- Recognising a Problem
- Problem Analysis
- Decision Making
- Making Sense of Information
- Presenting the Solution

8. Managing Yourself

- Time Management and You
- Making Time
- People
- Recognising Stress
- Dealing with Stress
- Where are you going?

9. Creating Positive Working Relationships

- How Individuals Differ
- Inducting a New Team Member
- If a Relationship Stops Working
- Developing Teamwork
- Creating & Using Networks



Workplace Skills

Purpose & Goals of Time Management
Organising Your Time
Planning Your Time
Dealing with Time-Wasting Situations
Time Saving Tips & Technology
Introduction to Meetings & Meeting Types
Meeting Planning and Preparation
Conducting Effective Meetings
Meeting Behaviour Dealing with Problem Characters
Virtual Meetings
An Overview of Appraisals & Performance Management
Preparing for the Appraisal Discussion
The Appraisal Discussion
On-Going Appraisal
The Recruitment Process – An Overview
Writing Job Descriptions & Person Specification
Attracting Candidates & Producing Job Advertisements
Short-listing Candidates & Interview Techniques
Candidate References and Selection
Introduction to Negotiation
Negotiating Strategies – Strategy Basics
Negotiating Strategies – Psychological Strategies
An Introduction to Persuading and Influencing
The Persuasion Process
Presentations 1 - Preparing for a Presentation
Presentations 2 - The Presentation
Delegation
Why are Questions Important?
Using Open Questions
Using Probing Questions
Using Closed Questions
Unproductive Questions
An Introduction to Listening
Removing the barriers to Listening
Becoming a better listener
Silent Speech – Understanding Body Language
Using Body Language in the Workplace
Silent Selling – Using Body Language in Sales
A Background to Body Language
The Role of the Coach
Creating SMARTER Objectives
SMARTER objectives for Managers



A UK produced range of reasonably priced high quality intranet / web deliverable work support courses, covering a variety of management and work place skills.

These comprehensive 'Learning Objects' include Testing, Student tracking and Book marking, Online printable course notes, Search facility, and UK audio and non-audio versions.

Courses are AICC/SCORM and can be run via a conformant Learning Management System.

Duration is approximately 30 minutes per title.



A UK produced range of high quality intranet and web deliverable legislation courses.

These comprehensive `Learning Objects` include Testing, Student tracking and Book marking, Online printable course notes, Search facility, and UK audio and non-audio versions.

Courses are AICC/SCORM and can be run via a conformant Learning Management System.

Licences include free upgrades and new releases during the Licence Period.



14 Legislation Titles

1. Preventing Bullying in the Workplace
2. Freedom of Information 2000
3. Overview of the Data Protection Act
4. Parents in Employment
5. Flexible Working
6. Overview of Diversity & Discrimination
7. The Law and Equal Opportunities- Age Legislation
8. The Law and Equal Opportunities- Race Legislation
9. The Law and Equal Opportunities- Gender Legislation
10. The Law and Equal Opportunities- Disability Legislation
11. The Law and Equal Opportunities- Religious Legislation
12. The Law and Equal Opportunities- Ex-Offenders Legislation
13. Applying Equal Opportunities in the Workplace- Recruitment & Selection
14. Applying Equal Opportunities in the Workplace- Training & Performance Development





A UK produced range of high quality courses that include Testing, Book Marking, Online printable Course Notes, Search facility, and UK audio and non-audio versions.

Courses are AICC and SCORM. The Duration is approximately 45 minutes per title.



14 Health & Safety Courses

- An Introduction to Health & Safety At Work
- VDU and Workstation Health & Safety
- Fire Safety and Evacuation
- Safe Manual Handling
- Avoiding Slips Trips and Falls
- Managing Stress at Work
- Managing Health & Safety
- RSI- What it is and how to avoid it
- Risk Assessment for Managers
- Staying safe with Noise
- Staying safe with Electricity
- Staying safe with Hazardous Substances
- Staying safe with Vehicles
- Protecting the Environment

5 Risk Assessments

- Risk Assessment- VDU
- Risk Assessment- Slips, Trips & Falls
- Risk Assessment- Manual Handling
- Risk Assessment- RSI
- Risk Assessment- Stress





Working Safely is designed to ensure that the learner fully understands their responsibility for ensuring their own health and safety as well as that of other people. The online course follows the same syllabus as that of the classroom based version. The course includes certification. An IOSH 'Working safely' certificate is awarded to all those who successfully complete both the course units and Final assessment.



- Module 1: Introducing Working Safely**
- Module 2: Defining Hazard and Risk**
- Module 3: Identifying Common Hazards**
- Module 4: Improving Safety Performance**
- Module 5: Protecting our Environment**

Duration 7-8 hours of interactive learning

Managing Safely is designed to give managers all they need to know to help them handle health and safety in the area under their responsibility. A period of 3 months is allowed for completion. The course has eight interactive modules which include video introductions and an online video tutor. Price includes certification.



- Module 1: Introducing 'Managing Safely'**
- Module 2: Risk Assessment**
- Module 3: Risk Control**
- Module 4: Your Responsibilities as a Manager**
- Module 5: Identifying Hazards**
- Module 6: Investigating Accidents and Incidents**
- Module 7: Measuring Performance**
- Module 8: Protecting Our Environment**

Technical Note-
Flash v 6 or higher is needed to run this course

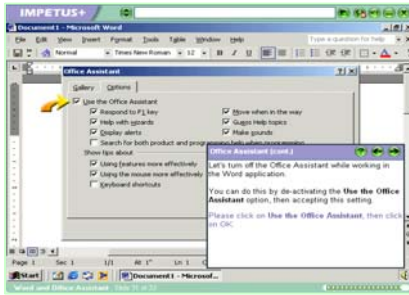
Duration approx 24 hours

Food Safety for Catering

- Module 1 Introduction to Food Safety**
- Module 2 The Law and Food Safety**
- Module 3 Safety Hazards and Risks**
- Module 4 Controlling Food Safety Risks**
- Modules 5 Controlling Food Safety Risks**

Duration approx 6 hours





Build Your
IT Training
Here!

Build your own IT Training Content

VCB is an affordable, yet powerful authoring tool specifically designed for non-programmers and trainers. VCB allows you to design, build and deliver your own interactive elearning and testing as easily as creating a Word Document. VCB is ideal for building IT simulation training and testing. With the script in place, one hour of fully interactive training can be built by a non-programmer or trainer in less than two days!

VCB Course Builder

Easy to learn and easy to use. VCB comes with a choice of standard interfaces already created for you. Structured simple storyboarding, simplified loading of graphics, audio and video. Supports bitmaps, Gifs, PNG's, Jpegs, AVI's, Mpegs, MP3's, Wav's, and AU's. Simple screen grab for screen capture of in-house IT applications. Graphics editing, advanced text editing and formatting tools, global text formatting, and powerful interaction editor provides a choice of multiple student interactions.

VCB Title Builder

Title Builder creates indexes and tests and organises the training into Title, Chapter and Training Objectives. The compiler converts the training module to AICC/SCORM compliant HTML/JavaScript files, minimises graphics file sizes and builds your training product for optimum web delivery.

Notes

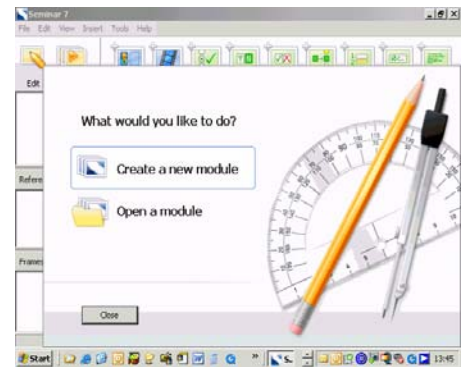
1. Training courses produced using VCB can be delivered by intranet, internet or stand alone CD.
2. An LMS or VLE is needed to track usage. You can either use your own AICC/ SCORM LMS, our entry level LMS or our advanced level LMS: these will automatically deliver and track the training that you produce in VCB.



Seminar Author enables you to rapidly create interactive training modules such as Induction courses and interactive tests. Seminar is very easy to use and is ideal for producing Soft Skills, Induction, Procedural Training and Product Knowledge courses. In addition, it is also very good for creating online Quizzes, Tests, Assessments and Exams. Output is SCORM 1.2 conformant.

Seminar Author

- Seminar is exceptionally easy to use, and is ideal for non programmers
- Choose from a wide range of ready-made screens, backdrops and themes
- Use your own logos and colour backdrops
- Use any combination of text, pictures, video, audio and animations
- Import Flash Animations and PowerPoint
- Contains a variety of ready made question types e.g. True/False, multiple choice, fill in the blank, mix and match
- Built in question feedback responses
- Direct conversion of your course to HTML
- Fully SCORM conformant output
- Variety of distribution methods- CD, internet, intranet, or via an LMS
- Train unlimited numbers of users within your own organisation
- Modify and recompile your training courses in-house
- **MySeminar Review** enables authors to post draft modules to a dedicated web platform for peer review and comment. Comments are delivered to the Seminar author for action.
- Two levels of support: **Basic Support** provides telephone and email technical support and updates, and User Group membership. **Full Support** provides access to MySeminar Review, in addition to Basic Support provision.





Requirements analysis

- Establish business requirements
- Obtain and assess source materials

Project initialisation

- Exploratory discussion
- Establish project scope, objectives and development criteria
- Produce time and cost estimate
- Produce project objectives document for sign-off

Design

- Produce draft system design
- Submit design work for review
- Review and re-work
- Incorporate change requests in accordance with change management procedures
- Produce final design for sign off

Code and test

- Develop product to agreed design
- Internal testing and final release
- Submit for review
- Review and re-work
- Process change requests
- Produce subsequent and final releases
- Prepare accompanying documentation

Implementation

- Produce CD masters
- Produce accompanying documentation
- Install on client's premises or hosted service
- Training for trainers and administrators

Post Implementation

- Review product against original objectives
- Establish maintenance and further development plans
- Establish technical support facilities
- Consider future platform changes

Please contact us for a fixed time / cost quotation.



Electrovision Authoring Services

Electrovision provides authoring services on a daily rate, or alternatively, a cost per job basis. This is useful when in-house resources are limited or when a piece of bespoke e-learning is needed in a hurry. Electrovision will undertake any part of, or all of, the work from storyboarding and design through to authoring, installation, training and ongoing support and maintenance.

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AUTHOR TRAINING

Electrovision provides training for both VCB and Seminar authoring tools, to enable our clients to develop their own in-house authoring capability. Training is conducted on the client's premises. Instructor led training courses are hands on interactive and each delegate must have access to a PC. Training content can be fully tailored to client requirements.



Visual Course Builder Training Day

- VCB Overview
- Authoring Screen Layout:
 - The Editing Screens
 - The Media Palette
 - The Time Line
 - The Slide Show
- The Graphic Editor
 - ScreenGrab
 - Selecting, Deleting & Moving Graphics
- Adding Audio and Video clips
- The Image Editor
 - Slice & Edit Graphic functions
- The Interactions Editor
 - Create Interactions:
 - Graphic
 - Text
 - Keypress
 - Drag Drop
 - Time Delay Interactions
- The Gallery
- The Text Editor
 - Slide Title, Body Text and Action Text
 - Basic and Global Text Formatting
 - Notes and Indexes
- Creating Interactive Tests
- Compiling VCB courses
- Title Building
- Distributing your VCB Training Modules

Seminar Author Training Day

- Seminar overview
- Themes, Frames and Templates
- Creating, editing and deleting pages
- Text Boxes
- Adding graphics and video clips
- Adding a voiceover
- Hot Spots and Pop-ups
- Moving, copying and deleting pages
- Changing the backdrop
- Adding additional text and graphic boxes
- Choosing the module button style
- Choosing the font style
- Question Pages- Multiple Choice, True/False, Y/N, Matching Lists, Ordered Lists, Typed Answer, Free Text question.
- Creating a reference page
- Assessments and Exams-
Creating an assessment
How tests are scored
Adding a sign on page
Adding a scores page
Adding a certificate page
- More about Graphics-
The picture editor
Changing the magnification
Cropping the picture
Meta data for graphics
- Transition Effects
- Conditional Pages
- Distributing your Seminar Training Modules