

## Get to Know ITS Training Services

### **What We Offer**

Slide: Word Cloud of popular applications taught by ITS Training.  
Photoshop, Oracle Calendar, Data Warehouse, Excel, Acrobat, Access, ANGEL, Dreamweaver, PowerPoint, XHTML, Networking, InDesign, Adobe Connect, Blogs at Penn State, Flash, Security

Script:

ITS Training Services provides learning and professional development opportunities for the Penn State community by delivering training sessions to faculty, staff, and students.

We offer hundreds of free and low-cost, scheduled training sessions on popular topics like Photoshop, Dreamweaver, Access, Excel, ANGEL, Penn State's Data Warehouse, and many more throughout the year.

In addition, ITS Training Services provides Training on Demand for faculty, staff, and students at all Penn State locations and offers opportunities for on-line and self-paced learning.

### **Scheduled Sessions**

Slide:

Free

- 1-2 hours in length
- Overview & Hands-On
- Penn State Tools & Application Overviews

Low-Cost

- 4-7 Hours in Length
- Hands-On Workshops
- Job-Critical Topics

Script:

We offer many free sessions including various application overviews and demonstrations, as well as hands-on training on Penn State tools.

Low-cost training sessions are also offered throughout the year. These hands-on sessions are typically four to seven hours in length and cost between \$30 and \$50 dollars.

### **Special Offerings**

Slide:

- Through University partnerships

- By external vendors
- Free and subsidized offerings

Script:

ITS Training Services partners with various Penn State units and departments, like the University Libraries, and external training providers like Learning Tree International, to provide training on special topics of interest. These sessions are often free or discounted for members of the Penn State community.

## **Group Training**

Slide:

- For Students
- For Faculty
- For Staff

Script:

We offer training for groups of people who need to learn the same topic at the same time. Perfect for the just-in-time learning needs of groups of five or more, these sessions can be arranged to take place at a time and location of choice at the same cost as a regularly scheduled training session. This service can be requested by a faculty member for a group of faculty or for students in the classroom to aid in completing an assignment. It can also be requested by a student group. Staff may request training for a group at a college, department, unit at any Penn State location.

## **Training via Adobe Connect**

Slide: Map of PA showing all Penn State campus locations with double-headed arrows going to and from the University Park campus, ITS Training Services' home base.

Script:

Many free application overview sessions are presented simultaneously both face-to-face and through Adobe Connect. These sessions are recorded and made available on the ITS Training Services website.

Both overview and hands-on sessions can also be scheduled by request and delivered through Adobe Connect to any location.

## **Online Video Tutorials**

Slide: Screen shot of the user's view of the online video tutorial system (lynda.com) with links to some available courses and an active link to the website for more information.

Script:

Thousands of high-quality video tutorials on hundreds of software topics are now available at no cost to Penn State faculty, staff, and students through a license agreement with lynda.com, an industry leader in online training. These tutorials are taught by industry experts and available 24/7 for convenient, self-paced learning.

### **Technology Training Community**

Slide: Screenshot of the Technology Training Community.

Script:

More informal, community-based learning and information sharing opportunities are also available through the technology training community. Here, users can browse information or log in to post comments and participate in ongoing forum discussions.

### **Stay Up-To-Date**

Slide:

Subscribe To:

- Training News List
- IT Pro List
- Faculty Training List
- RSS Feeds

Follow us on Twitter:

- psuITStraining

Script:

More informal, community-based learning and information sharing opportunities are also available through the technology training community. Here, users can browse information or log in to post comments and participate in ongoing forum discussions.

### **Find the Training You Need Today!**

Slide: Faded image of ITS Training Services primary training lab with active link to the website ([its.psu.edu/training](http://its.psu.edu/training)) for more information.

Script:

For more information on all ITS Training Services, please visit <http://its.psu.edu/training/>.