

# You Train IT!

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Your Own IT Training Company – £750

**SPECIAL OFFER – November 2006 – ONLY £250.**

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## An exciting new venture

Or

## Add on to an existing business

- ❑ An easy to sell product
- ❑ Low overheads; no premises required
- ❑ Immediate start up
- ❑ One off payment; No commission to pay
- ❑ Tangible assets for you to keep
  - Extensive, up to date courseware library<sup>1</sup> in electronic format
  - Administrative and operational tools and resources

**This is an opportunity for you to set yourself up instantly as an On-site IT Training Company. You can form your own highly professional company with a massive pool of resources and everything you need to start trading immediately.**

All the necessary training assets and business tools means **everything you need** to set up your own IT training company. *Everything you need to sell and provide IT training.*

Most IT training is carried out at clients' sites these days (we estimate that about 80% of IT training is **on-site**), which makes it easier and of course cheaper for you to provide training. However, with our courseware<sup>2</sup> and accompanying exercises and course data files, you could quite easily provide Instructor-led training in classrooms where clients come to you. Equipping classrooms would of course require some investment from you but to sell and provide **on-site** training, no investment is needed beyond the ~~£750~~ **£250** for the assets we are selling. No commission for you to pay; no hidden extras.

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<sup>1</sup> 90 popular titles supplied in the package for you to keep. You also have access to another 200 courses at low rates. All courseware is issued and licensed by *The Courseware Shop*. You can see a list of all available additional courses at [www.TheCoursewareShop.com/courseware](http://www.TheCoursewareShop.com/courseware). Once subscribed to YouTrainIT, you can buy any course listed for only £30 each (editable format).

<sup>2</sup> By courseware we mean all the material to deliver a training course - training manuals for the delegates, course exercises and data files and so on.

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## What's included:

### •A web (Internet) site and 'web presence'.

A complete copy of [www.ITResourceCentre.co.uk/yoursite](http://www.ITResourceCentre.co.uk/yoursite) . Web sites can take quite a long time to put together; add your company name and phone numbers etc. and launch it with an ISP<sup>3</sup>. Why not have a look at the site now and see how it could work for you.

If you do not have an ISP or are not web literate, we can create a web site for you and host it as well<sup>4</sup>.

### •A large section of our IT training courseware library.

We will supply you with courseware<sup>5</sup> for **90** popular IT training courses - including the Microsoft Office 2000 suite and Microsoft Office XP courses, Windows 2000 and many more. Some course packs are for extremely popular, lengthy and expensive courses, for example Microsoft Visual Basic v6 (a 5 day course!), Windows NT support and Microsoft Access Advanced database design. Ours are excellent quality professional training course manuals, which structure the training day(s) and act as revision for the delegates after the course. So that's courseware for **90 applications and programming courses** for ~~£750~~ **£250!**

*If you, yourself, will be doing the actual training, you learn the course by reading the course manual > Teach the course with the manual and the exercises provided > Leave the delegates their copies of the manual for revision and reference.*

### •General business tools

- (i) Many, many miscellaneous forms, samples and templates including mailshot form letters. This includes **all** the administrative paperwork you'll need.
- (ii) A contact list of freelance trainers in your area in case you need to hire in.
- (iii) A collection of faxback information sheets for you to send out when you receive different kinds of enquiries.
- (iv) Advice on sales and marketing.
- (v) Our database containing business tables and forms including an easy to use invoice maker. Save money on having them printed!
- (vi) IT training course forms (e.g. pre-course delegate questionnaire, course completion certificates, post-course evaluation form, training needs analysis...)
- (vii) Office & Windows Quickstart guides (2 sides of A4 giving new users the basics for getting started). Clients are very impressed with these help guides that you can laminate and add your company details to.
- (viii) A £15 voucher from **Avex Press Printers** (Bournemouth, UK) that can be redeemed against a complete business startup stationery package.

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<sup>3</sup> Internet Service Provider (ISP). For example AOL, CompuServe, Demon, Virgin and Freeserve. They will show you how to launch your Internet site and it probably won't cost you any more than you're already paying them.

<sup>4</sup> There is a construction charge for this of £75 which includes your **domain name registration** and hosting for one year. Subsequent years are charged at £50 per year for domain name and site hosting.

<sup>5</sup> Courseware is supplied as electronic copies in Word format so you can change the look of them, put your company details on, then print them off whenever you need them for as long as you like.

## What's the potential?

◆ IT training is a very lucrative business and it's easy to get freelance trainers to cover work you can't cover on your own. Most training companies (even the biggest ones) have a small number of permanent trainers, or even just one, and hire freelance trainers as and when they need them. In this package, we supply a contact list of freelance trainers in your geographical location.

◆ As an example, we used to charge the market rates for IT training courses (£449 per day for a standard course like Microsoft Word and £499 for a premium course such as Adobe Photoshop). Perhaps you might decide to charge less (or more) than this, it's up to you.

## What the purchase would give you

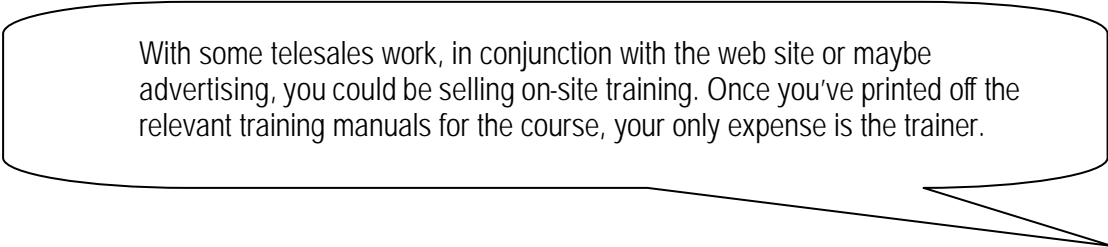
1. Efficient enquiry handling. Callers can be directed to your web site or receive relevant **fax back information sheets**<sup>6</sup> giving all the prices and background information they need to know prior to booking. So you can avoid getting caught out by awkward questions on the phone in the early days.
2. Corporate Presence. A substantial and informative web site. Training companies listed with us have had enquiries and sales generated from the Internet site from as far as the US, Germany and Dublin and as near as Cardiff.
3. Training Course Provision. All you need to deliver an **on-site training course** is a trainer and a set of training manuals for the delegates. The courseware supplied consists of 90 course manuals, all the popular courses, different levels, course exercises, course data files and much more.
4. A head start to getting clients. Mailing/telesales lists, mailshot form letters, faxshot forms, IT services buyers - their names and phone numbers.

## Ongoing Support and keeping up to date

During the twelve months following your subscription to **You Train IT!**, you will receive any new courses we write at no extra cost. After this period you may opt to subscribe again for a reduced subscription. If, however, you decide not to re-subscribe, all the courses in your possession remain yours (although still subject to our licensing conditions).

We have a complete stock of nearly 250 different courses. As your business progresses you may need courses not included in the initial package. As a subscriber to **You Train IT!**, you will receive a minimum of 60% off our retail course prices (you can see a complete list at [thecoursewareshop.com](http://thecoursewareshop.com)).

You also have access to a helpline during the twelve months following your subscription.



With some telesales work, in conjunction with the web site or maybe advertising, you could be selling on-site training. Once you've printed off the relevant training manuals for the course, your only expense is the trainer.

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<sup>6</sup> Supplied with this package

## How to progress

If you are interested in purchasing this package, please do not hesitate to contact me, I would be happy to answer any further questions regarding business operations, future courseware, or further benefits to you. Please contact me even if the inventory does not match your exact needs. We may be able to add/remove courses.

If you want to see more precise details I could send you samples including sections of course manuals and a sample faxback information sheet and some other documents. As for the web site that is included, you can see it live at [www.ITResourceCentre.co.uk/yoursite](http://www.ITResourceCentre.co.uk/yoursite).

~~£750~~ **£250** is the price for the complete package and there are no hidden costs and NO COMMISSION for you to pay us. You can pay by cheque or by bank transfer or credit/debit card for immediate despatch.

For further information and summaries and samples, please see [www.YouTrainIT.co.uk](http://www.YouTrainIT.co.uk)

David Williams MA

E-mail: [david@itpublications.co.uk](mailto:david@itpublications.co.uk)

Tel - 0117 902 9508 / +44 117 902 9508

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## BELOW: Inventory of IT training Courseware in the library

1.	123 (Lotus) v9.5 Millennium Advanced
2.	123 (Lotus) v9.5 Millennium Intermediate
3.	123 (Lotus) v9.5 Millennium Introduction
4.	Access v2003 Database Programming; Introduction
5.	Access v2003 User/Designer
6.	Access v2003 User/Designer
7.	Access v2003 User/Designer
8.	Access XP; Building Applications
9.	Access XP; Level 1
10.	Access XP; Level 2
11.	Adobe PageMaker 7.0 Intermediate/advanced
12.	Adobe PageMaker 7.0 Introduction
13.	Adobe Photoshop 6.0 Introduction
14.	Approach v97/Millennium; Introduction
15.	CorelDRAW V11 Introduction
16.	Dreamweaver MX Intermediate
17.	Dreamweaver MX Introduction
18.	ECDL; Module 1. Basic Concepts of Information Technology.
19.	ECDL; Module 2. Using the Computer and Managing Files.
20.	ECDL; Module 3. Word Processing.
21.	ECDL; Module 4. Spreadsheets.
22.	ECDL; Module 5. Databases/Filing Systems.
23.	ECDL; Module 6. Presentation.
24.	ECDL; Module 7. Information and Communication
25.	Excel v2003 Advanced
26.	Excel v2003 Intermediate
27.	Excel v2003 Introduction
28.	Excel v2003 Macros
29.	Excel XP Macros
30.	Excel XP; Level 1
31.	Excel XP; Level 2
32.	Excel XP; Level 3 Database Management & Analysis
33.	Excel XP; Level 3 Financial Modelling
34.	FrontPage v2000 Advanced
35.	FrontPage v2000 Intermediate
36.	FrontPage v2000 Introduction
37.	FrontPage XP; Building Web Sites
38.	FrontPage XP; Level 2
39.	HARDWARE; Assembling a PC and Installing Windows
40.	HTML Fundamentals
41.	Internet Explorer v6 Introduction
42.	Internet, Searching the; Tools and Techniques
43.	Java Programming Advanced
44.	Java Programming Introduction
45.	Macromedia Flash MX Introduction
46.	Outlook v2003 Intermediate
47.	Outlook v2003 Introduction
48.	Outlook XP; Information Management
49.	Outlook XP; Level 1
50.	Paintshop Pro 7; Graphics for the web.
51.	PC and Windows Fundamentals
52.	PowerPoint v2003 Intermediate
53.	PowerPoint v2003 Introduction
54.	PowerPoint XP; Effective Presentations
55.	PowerPoint XP; Level 1

56. Project 2002 Advanced
57. Project 2002 Intermediate
58. Project 2002 Introduction
59. Publisher 2003 Intermediate
60. Publisher 2003 Introduction
61. SQL Server 2000; Introduction to SQL Databases and Programming
62. Visio 2003 Intermediate
63. Visio 2003 Introduction
64. Visual Basic Programming v6 Advanced (Access backend)
65. Visual Basic Programming v6 Introduction
66. Windows 2000 End User; Introduction
67. Windows 2000 Professional; Using and Running Windows 2000 Pro
68. Windows 2000 Server; Network Support and Administration
69. Windows XP (End User) Introduction
70. Windows XP Advanced
71. Word v2003 Advanced
72. Word v2003 Intermediate
73. Word v2003 Introduction
74. Word v2003 Macros and VBA
75. Word XP; Level 1
76. Word XP; Level 2
77. Word XP; Level 3
78. Word XP; VBA and Programming
79. Works 2000 Overview
80. XML Programming; Introduction

**Now added (August 2006) a further 10 courses:**

81. C Programming. Introduction to Programming with C
82. C# Programming; Introduction
83. C++ Programming. 5-day course
84. ASP.NET and ADO.NET
85. Active Server Pages
86. Java Web-Services - Fundamentals
87. JDBC and RMI Introduction and Workshop
88. Java Messaging Services
89. JSP Programming
90. VB.NET Essentials and .NET framework

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