



EDUCATION SERVICES

YOUR ONE STOP SHOP

**PROVIDE YOUR WORKFORCE
WITH THE KNOW-HOW AND
SKILLS THEY NEED**

We offer a complete range of learning solutions for
all users.



Training your employees is the key to your business' success, so we provide world-class learning services to help your employees get the most out of your technology and drive greater proficiency into your organisation.

We offer one-stop shop for all technology and software-related learning solutions, catering for all audiences from occasional users to specialist consultants. We can assess any target audience and categorise their knowledge and skills so that a complete learning solution can be designed and built into their individual or organisational development plans.

Training is no longer a once off event, but a process of continuous learning. We support this by building holistic process oriented, role-based learning solutions. We span the entire project lifecycle from training needs analysis through to post go-live support.

Our training solutions are on offer throughout Africa, Europe and the Middle East. We have developed tried and tested methodologies which align to best practice and can be tailored to any business.

No training initiative can be fully successful without a structured approach to organisational change management.

INCREASE YOUR EMPLOYEE BUY-IN AND OPERATIONAL PRODUCTIVITY

New technology and systems bring organisational change that encompasses many people and processes, often at a rapid pace.

We help customers develop, actualise and then sustain organisational changes so that measurable business improvements can be realised.

We use best practice to optimise adoption, drive organisational ability and help achieve expected gains.

LEARNING | MADE EASY

Wouldn't you like to use the technology you have better?

We'll enable your users to optimise software usage so that you can reap expected benefits.

AWARENESS

- PC literacy.
- Navigation and high level business process training.

COMPETENCY

- Functional End User and Super User Training.
- Customised, managed learning solutions to suit your needs.

CONTINUOUS IMPROVEMENT

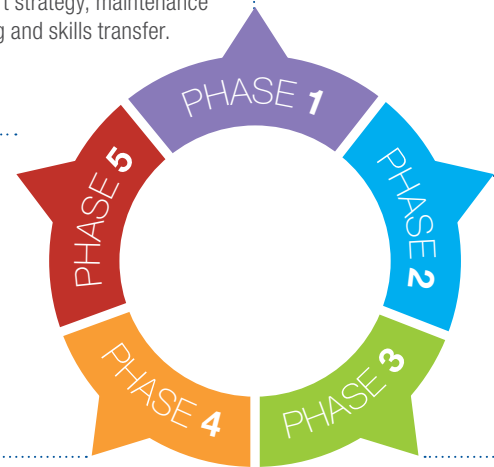
Support strategy, maintenance training and skills transfer.

EXECUTIVE

- Methodology and project management skills.
- Reporting and analytics.

PROFICIENCY

Configuration training for specialists and consultants.



OUR LEARNING SOLUTIONS

We provide customised learning solutions for any technology or software related training, at any stage of the software lifecycle.

Our experienced team includes learning consultants trained in the principles of adult education and curriculum design; and managers who conduct needs analysis, develop training strategies, and ensure quality deliverables.

We have over 10 years' experience in SAP learning. Our team of SAP specialists have in-depth knowledge of the core business processes and functionality within SAP. The team is certified in the use of SAP development tools including SPP (SAP Productivity Pak) and WPB (Workforce Performance Builder). We partner closely with SAP and make use of their accelerators, tools and content to deliver holistic, sustainable learning solutions.

SAP EDUCATION SERVICES

ONE STOP SHOP FOR ALL PHASES OF LEARNING

PHASE5



CONTINUOUS IMPROVEMENT

- Upgrades, Product Enhancements

TARGET AUDIENCE
<ul style="list-style-type: none"> • All stakeholders

OFFERING
<ul style="list-style-type: none"> • Support Strategy • Maintenance Training • Skills Transfer

DELIVERABLES/ OUTPUT
<ul style="list-style-type: none"> • Mentoring • Support Strategy

PHASE4



EXECUTIVE

CLASS ROOM

- Management Training

TARGET AUDIENCE
<ul style="list-style-type: none"> • Management and Project leads

OFFERING
<ul style="list-style-type: none"> • ASAP Methodology and project management skills • Reporting and analytics

DELIVERABLES/ OUTPUT
<ul style="list-style-type: none"> • Mentoring • Instructor led facilitation • e-learning • Workshops • Presentations

PHASE3



PROFICIENCY

CLASS ROOM / E-LEARNING

- Configuration Training
- Super User Training
- Consultant Training

TARGET AUDIENCE
<ul style="list-style-type: none"> • In-house SAP specialists • SAP Consultants

OFFERING
<ul style="list-style-type: none"> • Academy training / certification workshops • E-Learning • Support

DELIVERABLES/ OUTPUT
<ul style="list-style-type: none"> • SAP Academy development path • Instructor led facilitation • e-learning • Workshops • Certification Results – global SAP accreditation

PHASE2



COMPETENCY

CLASS ROOM / E-LEARNING

- Functional Training
- End User Training and Development
- Super User Training

TARGET AUDIENCE
<ul style="list-style-type: none"> • Super User and End User community • New Users and existing Users who have experienced change in system, role or process

OFFERING
<ul style="list-style-type: none"> • Training Needs Analysis • Strategic / project management • SAP Generic modular overviews • Customer specific solutions

DELIVERABLES/ OUTPUT
<ul style="list-style-type: none"> • Course curriculum • Instructor led facilitation • e-learning • User guides • Quick Reference Guides • Simulations • Workshops • Assessments

PHASE1



AWARENESS

CLASS ROOM / E-LEARNING

- Overview Training
- Basic Functionality Training

TARGET AUDIENCE
<ul style="list-style-type: none"> • SAP Beginners • End-user focused

OFFERING
<ul style="list-style-type: none"> • PC literacy • Modular overview training including: <ul style="list-style-type: none"> - Navigation training - High-level business process training

DELIVERABLES/ OUTPUT
<ul style="list-style-type: none"> • Audit Reports • Instructor led facilitation • e-learning • User guides • Workshops • Assessments

BluePencil's head office is in Johannesburg in the beautiful heritage house "Etunzini". We also have branches in Cape Town and Durban.

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