

Classes

Ardito's comprehensive, customer-focused solutions include instructor-led training for application end-users in the Microsoft, Adobe and Macromedia product suites, as well as most of the popular programming languages, databases and tools.

Our Professional Skills workshops include a range of courses addressing numerous business-critical skills. We also provide customised course development, staff and customer training on client-specific software applications and professional skills assessment services.

*We keep our class sizes small,
allowing attendees to receive extensive
individual attention* and assistance from our highly
experienced tutors. In addition, comprehensive 'take-home' course material is provided.

END-USER APPLICATIONS

Standard Courses

Microsoft Office
Microsoft Outlook
Microsoft Project
Microsoft Visio
Microsoft FrontPage
Lotus Notes
Full Adobe Suite
Full Macromedia Suite

Specialised Courses

HTML
VBA
MCSE
SQL
Crystal Reports

PROFESSIONAL SKILLS

Management Courses

Time Management
Leadership
Project Management
Change Management
Strategic Planning
Presentation Skills

Personnel Courses

Presentation Skills
Time Management
Train-the-Trainer
Customer Service

For full course details and schedules, please visit our website www.ardito.co.nz

You won't have to fit into a box!



***As a corporate skills provider,
Ardito helps organisations
to increase staff productivity and motivation
through upskilling and training.***

A specialist in the field of instructor-led training, Ardito provides flexible and customised staff training programmes in business computer use, specialist management skills and general personnel training.

Ardito mostly operates within the corporate and state sectors with training facilities in Auckland and Hamilton. However, our mobile classroom allows us to present our training programmes throughout New Zealand.

Flexible Programmes

We are highly flexible in structuring customised training programmes, catering for the specific training and skill development needs of your organisation...

more flexible, more personal, more professional.

Through our knowledge-based training programmes, custom course development and administrative support services, we are able to provide a well-rounded, professional skills development programme for all areas of your organisation.

Training programmes can be customised to suit your individual organisation needs and can also be designed, developed and delivered around your own proprietary software.



Adding Value

Ardito adds significant value to your organisation by providing the tools to identify skill deficiencies and training needs, in order to improve staff productivity.

Our training packages compliment each other, allowing us to deliver an integrated skills development programme to your team.

***This philosophy provides a more
holistic approach to staff skill development
than traditional ad-hoc training methods.***

We understand and can identify important skill deficiencies which can lead to reduced staff productivity. We often find, that once completed, our training programmes improve motivation and lead to higher staff retention.

Ardito's learning methods, combined with certified and experienced instructors, results in high quality training for professionals and end-users. We keep our class sizes small and closely aligned to specific skill levels, allowing opportunity for significant student/instructor interaction.

Consulting

Ardito offers a comprehensive Performance Improvement Consulting Service that recognises the growing emphasis on measuring the real results of training,

***moving from simple event-based training
to a broader range of integrated
corporate education solutions.***

Our consulting service diagnoses workplace factors and provides learning interventions to improve business-related performance measurements at the organisational, process and individual staff member level.

Our model is based on an eight-phase process and includes:

- Analysing business objectives and goals
- Determining corporate staffing goals
- Developing specific job definitions
- Skill definitions and skills gap assessment
- Outlining learning intervention programmes
- Learning assessments and feedback