

Understanding KiM Training Methods

How we train

At KiM we use a variety of methods dependant on a number of circumstances like: location, budget, number of people to be trained, age, computer & industry experience and a host of issues which need to be addressed.

About KiM training

At KiM we understand the need to train people efficiently. Training & re-training is the corner stone of the education process. We like to think of training as an ongoing adventure. It's not something you set & forget, training changes as your needs and people change.

There are always functions once learnt which will be used often & rarely forgotten. However infrequently used functions and processes may be forgotten, therefore occasional review or re-training may be required.

We offer face to face, on-line web & other methods to suit your needs and budget.

The 'Ideal' Method - Introduction Premium Solution

Step 1 Face to Face Method -The more in depth we train, the less topics covered!

- 1.1 Understand the capabilities of the individuals, fill in the experience analysis form.
- 1.2 Nominate area of system to be trained (see training register.)
- 1.3 If available log into user area of www.kim.net.au and go to client area, login username & password, select training video. In certain circumstances a training video or DVD may be used.
- 1.4 Each student should have a copy of 'Getting started guide' /or note taking facilities for your own personal notations and a copy of 'Your personal training register'.
- 1.5 All watch the appropriate video. They run from 1-10 minutes each.
- 1.6 A brief discussion on use and application takes place, trainer confirms trainees understanding.
- 1.7 The trainee uses a computer/laptop to test their understanding (if available).
- 1.8 The trainer offers help, answers questions and confirms trainees understanding.

Step 2 Select or nominate area of system to be trained.

- 2.1 If available log into user area of www.kim.net.au and go to client area, login username & password, select training video. In certain circumstances a training video or DVD may be used.
- 2.2 Each student should have a copy of 'Getting started guide' /or note taking facilities for your own personal notations and a copy of 'Your personal training register'.
- 2.3 All watch the appropriate video. They run from 1-10 minutes each.
- 2.4 A brief discussion on use and application takes place, trainer confirms trainees understanding.
- 2.5 The trainee uses a computer/laptop to test their understanding (if available).
- 2.6 The trainer offers help, answers questions and confirms trainees understanding.

Step 3 Repeat training method until time appointed is complete or nominated areas are trained.

Step 4 Using 'Your personal training register' tick and comment on progress.

Step 5 Go to KiM system in your business, go to help on top navigation, then select training, sub navigation tab and detail time, date and training areas covered in your training.