

PROGRAM MANAGEMENT

Supporting your training efforts at any level

Training is a necessity, but for many companies it's not the core of their business. The development, management and delivery of training and development programs are time and resource intensive.

It can become a distraction from a company's day-to-day business, which can hinder productivity. And having an in-house training department is not always feasible or cost-effective, depending on the type and size of the company.

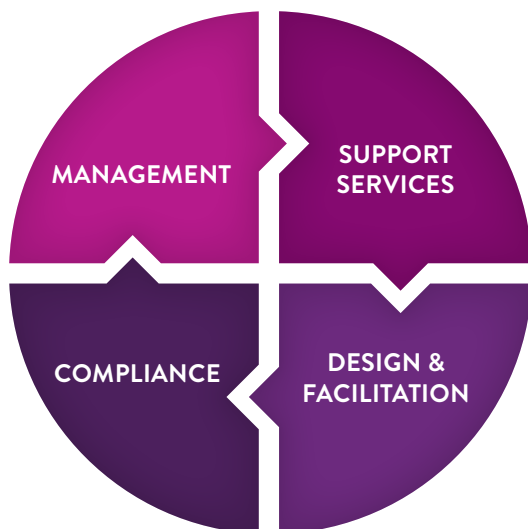
Outsourcing your training—whether in whole or part—allows you to focus on your business while letting a team of performance improvement experts handle your development needs.

TDS has the capabilities to act as your training department or become an extension of your current team, whether you need us for a day or indefinitely.



HOW IT BENEFITS YOU

- Because workforce development is all we do, we can focus solely on your program, while you focus on your business
- Decreased training costs and better tracking of training expenditures
- Greater flexibility means training is completed faster and more efficiently
- Access to training best practices and the latest learning technology



Management

From the beginning of our partnership with you, we can take the lead on goal setting, budgeting and managing your training department. Our expertise in learning strategy and workforce planning helps you to increase efficiency while lowering costs and having a greater impact on performance.

Services include:

- Learning strategy development
- Goal development
- Budget management
- Workforce planning

Support Services

The administration of learning objectives can be time consuming and hinder productivity. TDS can support all aspects of the coordination of your learning and development program, whether you need us long- or short-term, at your location or offsite. Some of the services we provide to help you maintain a world-class learning and development program include:

- Learning management system administration
- Classroom setup
- Document management
- Document production
- Report creation
- Training logistics coordination
- Sourcing
- Systems administration

Design and Facilitation

Learning and development services are not necessarily something you use every day, so it's sometimes far more economical to outsource them. TDS has the resources, expertise and manpower to support your learning and development needs, from hire to retire.

When creating training programs, we follow the ADDIE instruction design methodology, which incorporates Analysis, Design, Development, Implementation and Evaluation.

We provide the following services as required:

- Curriculum design
- Vendor evaluation
- Content design and development
- Test question construction
- Classroom facilitation
- eLearning creation

Compliance

Maintaining compliance with state, federal and corporate regulations and standards is a necessity and a challenge for many companies. TDS combines compliance expertise with the practicality of learning application to support your initiatives and give you the confidence that your documents, records and information are properly developed and readily available when you need them most.

Services include:

- Audit expertise
- Document management
- Procedure creation/updates
- Policy development
- Job aids
- Management of change implementation
- Compliance training validation

Contact TDS or visit us at TDSHOU.com to learn how our Program Management services can help decrease costs and increase efficiency.

WHY TDS IS DIFFERENT

Expertise

We offer clients a team of performance specialists with industry, technical, human performance and adult learning expertise. This depth of experience allows us to provide a third-party perspective.

Flexibility

Our responsiveness and resources allow us to quickly adapt and tailor every service to our clients' specific needs.

Comprehensive

We are a full-service provider that offers solutions for every level of your organization, from new hires to seasoned managers.

Innovation

From classroom instruction to simulator training, our blended learning methods incorporate the latest technology and industry standards.