

AgLink - Skills Academy: Training Capability Statement

Organisation: Prime Solutions Training & Consulting Pty Ltd

Key contact: Donna Hanson (Director/Principal)

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Melbourne based

Education & Qualifications

- Bachelor of Training & Development - University of New England
- Certified Speaking Professional

Programs & Services

Donna and her team offer a wide range of programs and services such as:

- Training needs assessment/analysis - electronic and personal
- Customised Microsoft Office training programs
- Adobe Suite training programs
- Soft skills training - ie presentation skills, project management methodology etc.
- Technology upgrade training
- Ongoing technology training programs - Knowledge back access
- Customised webinar programs
- Remote technology productivity coaching

Facilitation & Workshops - examples of recent programs

- Presenting to Persuade - combining Microsoft PowerPoint with presentation skills training into a 1 day interactive program
- Microsoft Excel - interactive seminar style program delivered with 15-20 participants that is productivity focussed, afternoon of one on one coaching with some participants wanting help or guidance with their own spreadsheets.
- Microsoft Word - interactive seminar style program delivered with 15-20 participants that is productivity focussed, afternoon of one on one coaching with some participants wanting help or guidance with their own documentation.
- One on one Excel coaching with executives of a national organisation in Melbourne and Sydney.
- Microsoft Office 365 - Upgrade seminars over multiple days for client upgrade.
- Microsoft Project - customised training for team about to rollout large project to customers.

Introduction & Biography:

Donna Hanson has over 20 years of experience as an adult educator in the technology and workplace training. A former executive assistant to the managing director of a national company, Donna knows what organisations and their teams need in for “real” world productivity. Her communication style is fun and engaging. She takes the complex and simplifies it to ensure her participants and clients receive exponential return on investment of their time and resources.

She is one of only five people outside the US accredited to deliver an email productivity program to Microsoft’s own staff. She has facilitated programs for clients in Australia, New Zealand, USA, Japan, Singapore, UK and Cook Islands.

With her team of talented and engaging learning and development professionals, Donna the team of Prime Solutions Training & Consulting are committed to providing solutions that significantly impact productivity, performance and profits of every client they work with.

