

**CCH Training
– live and
online!**



CCH

a Wolters Kluwer business

Got new staff?

**Need a refresher on
CCH products?**

**Experience CCH Live on
Line training today!**

Our client trainers assist organisations of all sizes with complimentary training. We train new users, show existing users new features and enhanced functionality, demonstrate a variety of search strategies and show how to use our online research products more efficiently.

Our Live on Line web-based training system offers an economical and convenient way to participate in a group training session facilitated by a CCH trainer.

Live on Line also ensures training is available to everyone from Students to Senior Partners regardless of their location. Our Live on Line trainers respond dynamically to the needs of the individuals in every session. Customised sessions can also be arranged to suit your specific needs with prior consultation.

How does it work?

Live on Line training sessions are 60 minute online learning sessions using Webex™ technology and live trainers. The visual elements are viewed on your screen and the audio component uses a Toll Free phone number supplied when you log in. Great for those with multiple or remote locations.

Best of all our Live on Line training is FREE.

Check out our training options today at
www.cch.com.au/liveonlinetraining

The Professional's First Choice

Experience CCH Live on Line training today!

Learning outcomes

Skills you will develop include:

- Logging into your subscription
- Improving your workflow with tips & shortcuts
- Finding information
 - Browse using table of contents and indexes
 - Search for documents by key word or specific reference e.g. section number
 - Narrow and refine search results
- Viewing and managing information
 - Printing
 - Saving
 - Emailing

What to expect

- Each Live on Line session takes just one hour of your time
- Training takes place at your desk, in your web browser
- The visual elements are viewed on your screen
- The audio component uses a Toll Free phone number supplied when you log into the session
- A range of different courses are available to cater to your individual needs
- Course content is updated online regularly
- Get interactive, our trainers respond dynamically to your needs

Training resources

Training home page www.cch.com.au/training

Request for training www.cch.com.au/requesttraining

Tutorial www.cch.com.au/trainingtutorial

How do you sign up?

Its easy!

1. Simply visit www.cch.com.au/liveonlinetraining
2. Choose your Live on Line training session
3. Register your details

Once you have registered for a Live on Line session, you will receive a confirmation email with details of the session and a web link to click enabling you to join the session on the day. From this email you will also be able to download an outlook calendar event for your diary.

Check out our training options today at www.cch.com.au/liveonlinetraining