

Let's Talk!

There is no charge for an initial conversation. We can look at your training goals, the audience, and the budget to plan a customized training program that meets your needs and the needs of the audience.

We are experienced at developing quality training materials on a limited budget.

A quick phone call or E-mail will start the training process.

Dave Whipp, LLC
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Other Services

In addition to packaged and live training programs, we

- develop Web sites,
- assist with obtaining domain names (e.g., YourCompany.com),
- produce Webcasts,
- create newsletters, brochures, and other publications,
- write technical documents (such as product documentation and training manuals),
- provide still photography,
- produce and edit video,
- survey your facility for accessibility to people with disabilities,
- assist with marketing activities, and
- manage meetings and conferences.

About Dave Whipp

In 2007, Dave semi-retired from West Virginia University after 32 years of work in adult training, media development, Web site development, technical writing, publication development, conference management, and project management.

As a faculty member at WVU, he provided over 100 live training sessions at national and international events as well as training at many state and local venues. He developed training packages using print, still photography, video, computers, and the Internet, usually combining several media to produce the best training outcomes.

He managed projects under contract to Federal agencies (including work on grant proposals and reporting), produced national training conferences, and managed software development activities.

In addition, Dave has taught SCUBA diving, Tai Chi, and a college class on video production.

He believes strongly in a "bottoms up" approach to training: working with trainees to learn their needs and abilities, then developing the training that will give them the knowledge and skills they need in the most efficient and effective process available. He has learned that the simplest approach is often the best one.

Dave has a Bachelor's Degree in English and a Master's in Education, both from WVU. He lives near Helvetia, WV and provides consulting services to WVU and other clients.

Customized Training for Staff and Customers

The Training Process

Identify Problem



Develop Training



Provide Training



Celebrate Solution

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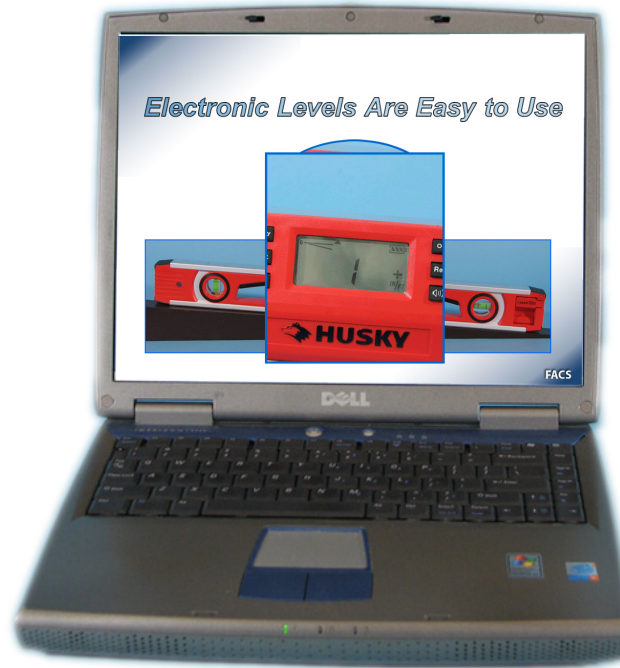
Do any of these issues seem familiar?

Staff

- Many of my staff need training but I can't shut down my business for a one-time training event.
- Staff in different locations or on different shifts need training, so they can't be trained in one place at one time.
- I need the same training done repeatedly as new staff are hired or as existing staff change positions.
- I'd like to have packaged training materials for staff but the information changes frequently.
- Staff need specific training available at the time they begin a task.
- I'd like printed or on-line support materials or manuals on processes and procedures for staff.
- I want my staff to be able to produce PowerPoint slides, graphics, and other training materials.
- Staff have knowledge that must be shared with the team, but they don't have proper training skills or materials and I can't spare them from their work.
- I want live training for staff but I don't have a skilled trainer.

Customers

- Many of my customers need support on the same topic but going over the same information repeatedly is costly.
- I want to make potential customers aware of my products and services, but I can't make sales calls or get prospective customers to visit my company.
- I need an impressive PowerPoint show for a sales presentation but I don't have the time to create one.



Slide from a Recent Program

Here are Solutions!

Stand-Alone, Packaged Training

These are typically narrated videos which are accessed 24 hours a day by the Internet, an office Intranet, or a CD, but they may be as simple as a manual or series of Web pages. The technologies may include Web pages, PowerPoint, video, audio, still photography, and print. Reviews and quizzes are available. Printed manuals may be included. The training packages can be used by individuals or groups.

JIT

“Just In Time” (JIT) is training designed for use when the information is needed. These are short, carefully focused segments containing only the specific information needed to do a task (e.g., preparing for an annual evaluation). Comprehensive training packages can be indexed to allow sections to serve as JIT training.

Live Training

Live or “stand-up” training is useful when interaction between the audience and trainer is necessary. It allows materials to be distributed at specific points in the training and training methods can adjust to the audience's knowledge and skills as the session progresses.

Trainer Support

If you have knowledgeable staff who can provide training, their training may be more effective with well designed support materials such as PowerPoint slides or printed manuals. In addition, staff may benefit from learning additional training techniques.

Turn the page if these solutions might help you!

Quality Training for a Range of Budgets