



The Official Partner of Big Dreams

CORPORATE TRAINING

Company Overview

The OfficeInstructor is a professional development and business training company with a focus on Microsoft Office applications and Power BI.

Our courses are tailored and could be delivered in person at client site or remotely across the globe.

Clients are mainly large public companies, government organizations, educational institutions as well as private companies.

The OfficeInstructor is 1 of 3 Microsoft authorized testing centers in the GTA for Microsoft Office Specialist (“MOS”) exams and certifications.

Founded in 2011; Headquartered in Toronto – Canada.

The Founder

- Nabil Mourad is the founder of the OfficeInstructor, specializing in data analytics, visualization and Microsoft Office Suite.
- Operates an educational YouTube channel with over 750,000 views on videos.

Experience

- Professor of Business Computer Applications and Project Management at George Brown College (Toronto)
- Professor of Microcomputer Applications at Seneca College (Toronto)
- Worked as instructor with many of the world’s largest providers of IT and business training.
- Worked as editor in Computer magazines.

Education

- Microsoft Office Specialist (all applications and versions of Microsoft Office).
- Microsoft Certified Trainer (since 2008)
- Doctor of Medicine, University of Cairo
- MBA, Data Analytics and Visualization, University of Sheffield

Previous Clients & Testimonials

Cities / Regions	Government Organizations	Financial Institutions
Corporations	Educational Institutions / Designations	
<p>"Nabil was an amazing instructor. I'm genuinely impressed with his sheer amount of knowledge and strong teaching skills. Today was an amazing learning experience. Nabil is definitely the best instructor I've had so far"</p> <p>Lorena Eduardo York Region</p>	<p>"Our Instructor Nabil Mourad is the best instructor I've had to date. He's very knowledgeable and uses everyday experience to explain. I use Excel extensively, and I didn't know most of what he showed us"</p> <p>Susan Beaton Canada Post</p>	<p>"Nabil is the most knowledgeable instructor in any course I've ever attended. He's very perceptive to the principles of adult learning and can quickly adjust to meet the interests of his audience. I'll be recommending this course to the staff in my branch and specifically requesting him as the instructor"</p> <p>Judy Stamp Ministry of the Attorney General</p>

2

How does it work

We support your organizational goals by designing and delivering customized training solutions, which result in sustainable outcomes that empower your employees and transforms your organization.

We'll help you define your goals and create a training program specific to the needs of your organization. From selecting existing courses to creating a "curriculum" for your corporation, we partner with you to design, develop, and deliver a program that is right for your business needs, budget, and delivers the required organizational impact. We pride ourselves on our flexible approach to partnering with our clients to develop a collaborative solution that is aligned with their unique needs.

A Microsoft Certified Trainer (MCT) will come to your office. Anywhere in Ontario. We offer customized on-site hands-on training courses to companies and agencies in all versions and levels of Microsoft Office Applications, VBA, Power BI and Tableau and more.

Classroom Setup

According to the number of attendees, we expect you to provide:

- A training room (meeting room, board room whatever you call it).
- A projector or an LCD monitor. The instructor will connect preferably using HDMI port (otherwise VGA converter can be used to match your projector).
- Internet connection is required for some courses. Instructor needs to connect his laptop wirelessly to your Wi-Fi network.
- Availability of either whiteboard or flip chart is an asset but not a definite requirement. Let us know upfront to bring an alternate option if these are not available.

Application and version

Since applications are available in multiple versions, while specifying the application you request (Excel, Project, Access...etc.) you should also specify the version (2010, 2013, 2016, 2019, Office 365...etc.)

You can review on our website the wide variety of courses we offer as well as the list of topics for each course. You can also request our “**Course Catalog**” to be emailed to you.

Attendees computers

Clients should have the software pertinent to the course, installed on their machines.

Exercise Files & Resources

Before the course starts, the instructor will make sure clients have access to the exercise files & material used along the course in one of the following methods:

- Downloading them from the company website.
- Copying them to each computer from a USB drive.
- Emailing the files to the coordinator to put them on your shared drive.

Start, Finish and Break time

Our courses start at 9:00 AM and finish at 4:00 PM

There are 2 short breaks and a lunch break in between (12:00 PM- 1:00 PM)

The start and finish time can be customized according to your company policy (*to be discussed for each case*)

In all cases the instructor arrives 30-45 min earlier to setup the classroom and connect equipment.

Parking

Please advise the availability of parking (*Free or Paid*)

Contact Person

Please provide the Name, Email and Cell number of the person to be contacted by the instructor upon arrival.

Also advise regarding the registration or security process at your organization

Certificates

By the end of the course, attendees will receive a digital Certificate of Completion or Attendance (according to the situation). Several styles are available to select from (*same style to everyone*).

Certificates are emailed to the course coordinator for clients who signed in the attendance sheet.

Quick Reference Cards

In most courses clients will receive a Quick Reference Card (QRC) relevant to the course as a free gift.

Booking and confirmation

As we have a busy schedule, we kindly request you to check availability and confirm your booking as early as you can (*minimum 45 days ahead*)

Confirmation should be via email.

Sometimes, last minute courses can be accommodated.

List of Attendees

A List of attendees should be sent to us upfront by email to use it for generating the “Attendance Sheet”, “Name Tag” and Certificates.

Cost

The cost of any course depends on the type of application (Excel, VBA, Power BI...) and level (Basic, Intermediate, Advanced....) and is based on a maximum number of attendees of **12**.

The rate is adjusted if more clients will attend. When exceeding a certain number of attendees, we might recommend dividing them into groups on more than one single day.

A relocation fee is added depending on your location (*travel distance & time*)

HST is added to the total amount.

Payment Method

You will be receiving an invoice 10-15 days before the course date. You can then make your payment upfront through our “Online Payment”, or issue a Bank cheque.

We accept all types of payments through our secure online payment on our website.

In case of payment by cheque you can either send the cheque by mail upon receipt of the invoice, or, have it available to hand it out to the instructor on the course date.

Why we are the cheapest & the Best?

You do not have to compromise anymore between PRICE & Quality. You will get the Highest Quality at the Lowest Price

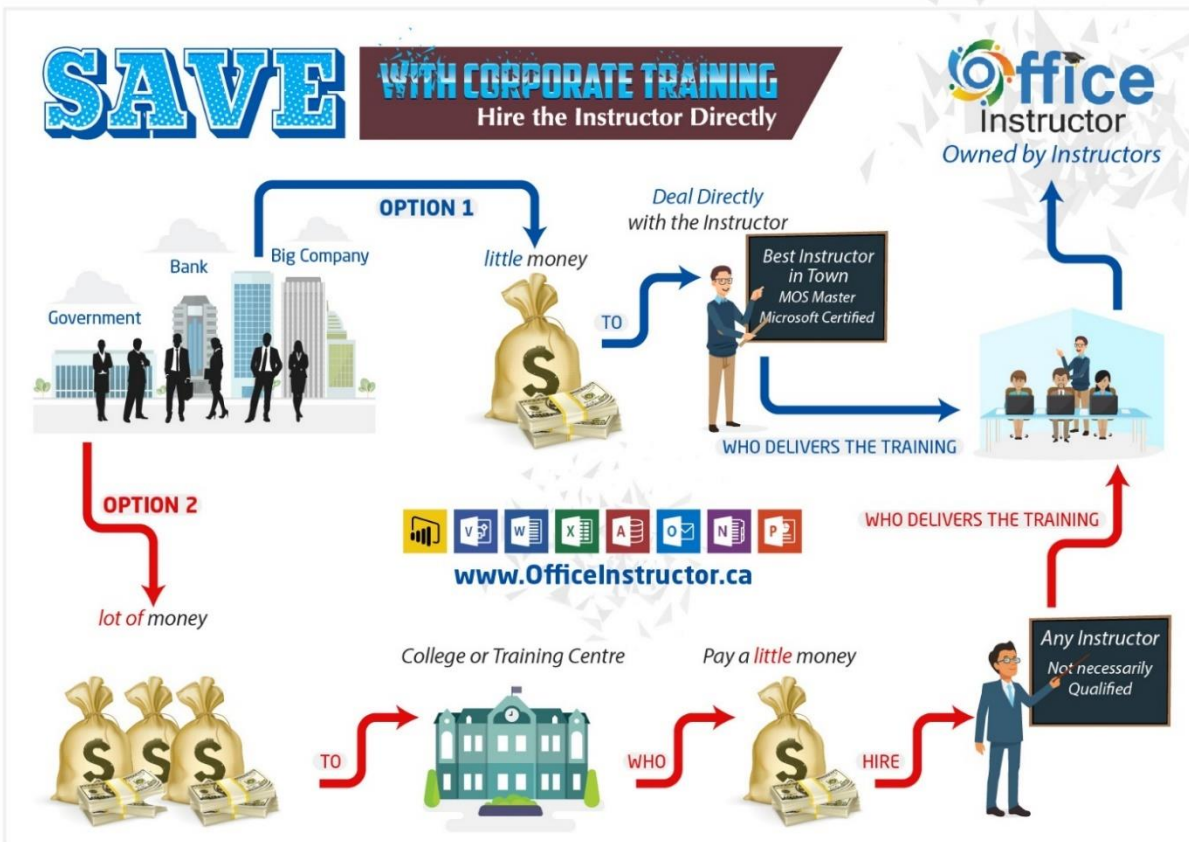
Why?

The reason is, unlike **ALL** other colleges and training centers who subcontract instructors, the **OfficeInstructor** is instructor-owned, so Instead of paying a college as a go-between, you can contract directly with the instructor and save up to 60% of the cost! Owned by its instructors, **OfficeInstructor** offers the highest quality at the lowest cost since you cut out the middle man!



Can't beat over 15 years of experience

Our instructors are the best in town! They are highly qualified and have delivered corporate training on a wide range of Computer Desktop applications. They are Microsoft Certified Trainers, MOS Master Instructors, and college professors.



The Next Step

Now that you know about our highly qualified faculty and stunning variety of courses, all at a much more affordable price than the usual college route, why not get a hold of us? Learn more and contact us at our website: <http://www.officeinstructor.ca/>.

We look forward to working with you!

