



Training

Content Manager Training delivery by Kapish

Kapish

kapish.com.au



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Kapish training services are built upon the Kapish philosophy of helping customers overcome the everyday challenges associated with information governance and document/records management through software and services that improve the user experience and maximise return on investment.

Whatever your training requirements, Kapish can develop an appropriate training solution for Content Manager. We work in consultation with our customers to design, develop and deliver flexible training in a variety of formats that is relevant to your business processes and CM configuration.

We also offer training in all Kapish products, and can develop custom eLearning, training materials and reference guides to assist users and administrators alike in their use of Content Manager and our products.



Information Sessions 1 day

Help to prepare staff for Go Live following a CM upgrade or implementation.



End User Training ½ Day

Great for new starters, staff facing upgrades, or staff requiring a refresher.



Power User ½ Day

Take confident end users to the next level by exploring advanced CM capabilities.



Administrator 2 Days

Establish the fundamentals of all aspects of CM configuration, maintenance and troubleshooting



Archiving & Retention ½ Day

Staff responsible for providing compliant record management services and control of content lifecycles.



Workflow ½ Day 1 Day

Staff required to reflect, automate, support and manage business processes in CM.



Technical Administration 1 Day

Technical staff required to build, configure, maintain and support CM datasets, workgroup servers, indexes and integrations.



Train the Trainer 3 days

Prepare your future CM leaders with the skills and confidence to plan and effectively deliver CM training



eLearning

Contact us to find out more about developing customised Content Manager eLearning for your business.

Talk to us today to find out how our suite of products and services can help you get the most out of Content Manager