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OUR MISSION

At DJL Training, our mission is to empower individuals and organizations with the knowledge, skills, and abilities essential for success in today's digital landscape through comprehensive computer training.

Product Service Codes

U001 - Education/Training - Lectures

U006 - Education/Training - Vocational/Technical

U008 - Education/Training - Training/Curriculum Development

U009 - Education/Training - General

U012 - Education/Training - Information Technology/Telecommunications Training

U099 - Education/Training - Other

Certifications

- Minority Owned
- Self Certified Small Disadvantaged Business
- Economically Disadvantaged Women Owned Small Business
- Service-Disabled Veteran Owned Business
- Woman Owned Small Business
- Black American Owned
- Small-Business Owned
- Woman Owned
- Veteran Owned



COMPANY INFO

Your Strategic Training Partner

DJL Training is an ideal partner for government contracts, combining the convenience of online training with the effectiveness of in-person instruction for a comprehensive and tailored learning experience.

BUSINESS SUMMARY

DJL Training serves a diverse clientele ranging from corporations, government agencies, and small to medium-sized businesses to higher education institutions and community organizations, including non-profits.

CORE COMPETENCIES

DJL Training helps businesses increase their efficiency and productivity through hands-on, instructor-led computer training, fostering the development of learners' knowledge, skills, and abilities to thrive in today's digital world.

Unique Virtual Classroom

Our online classroom replicates the efficacy of traditional in-person sessions. Our instructors and class monitors have the ability to view all learners' screens simultaneously.

Our Expertise

- Microsoft Office Training
- Curriculum Design
- Course Development

Our online training transcends traditional e-learning, providing an immersive experience that mirrors the interactivity and personalization found in in-person training sessions.

Microsoft Office Mastery

DJL Training provides comprehensive and expert Microsoft Office instruction. We ensure that individuals not only learn the basics but also gain advanced proficiency, enhancing their overall productivity in the workplace.



Hosting

In our ★ Masterclasses, we provide comprehensive hosting solutions, ensuring learners can effortlessly access our advanced virtual computer lab without the need to download or install any software on their local PCs.



Virtual Computers

In our ★ Masterclasses, learners connect to our cutting-edge virtual computer lab, login to virtual PCs, and skillfully complete hands-on exercises under the watchful eye and expert guidance of our dedicated training team.



24-hour Training

Our standard training hours are from 9 am to 4 pm. However, we offer flexibility with round-the-clock availability to accommodate training sessions at any time, ensuring convenience for learners across various schedules and time zones.

OUR COURSES

MICROSOFT OFFICE MASTERY COURSES



Access



Excel



OneNote



Outlook



PowerPoint



Project



Publisher



Word



Visio



Windows

DIFFERENTIATORS

OUR DIFFERENTIATOR IS OUR VIRTUAL CLASSROOM

At DJL Training, we believe a virtual classroom should be more than a webinar with a whiteboard and breakout rooms. A virtual classroom should immerse learners in an experience that replicates the interactivity and hands-on nature found in traditional in-person learning settings.

In our ★ Masterclass training conducted within our virtual computer lab, learners engage in hands-on exercises while receiving real-time support from our training team, who have direct access to their virtual PCs, ensuring an enriched learning experience.



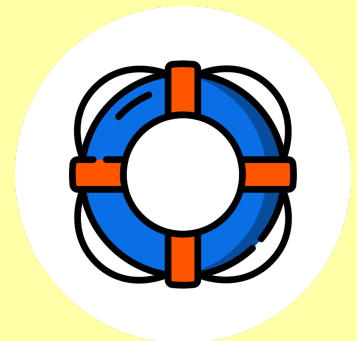
10:1 Learner-Trainer Ratio

In our ★ Masterclasses, the instructor is accompanied by a team of class monitors ensuring personalized attention to help learners stay synchronized with the instructor's instructions.



Inactivity Monitor

In our ★ Masterclasses, the training team receives an alert when a learner's virtual computer becomes inactive during the training session.



Built-in Help System

In our ★ Masterclasses, learners can submit help tickets to seek assistance through our built-in help system, streamlining the process of addressing challenges.

REDEFINING THE VIRTUAL CLASSROOM EXPERIENCE

Hands-on Training on Virtual Computers



Our ★ Masterclass training goes above and beyond typical e-learning, delivering an immersive experience that mirrors the interactivity and personalization found in in-person training sessions.

- 90 virtual computers, 1 for each learner
- Up to 90 learners per session
- Learner-to-trainer ratio of 10:1
- Live training
- Simultaneous real-time screen monitoring for up to 90 learners
- Enable on-demand display of learners' screens to all learners
- Open mics
- 2-way video
- Lectures, demos, hands-on exercises, group discussions, polls and knowledge checks
- Inactivity monitor
- Built-in help system
- Ability to take control of learners' keyboard and mouse when needed
- Access to centralized exercise files after class
- Capability to seamlessly deliver data, files, and websites with learners' virtual PCs during training
- eBooks with step-by-step instructions, exercise files, search functionality, and progress tracking
- Breakout rooms
- Class chat among learners
- Private chat with trainers for discreet questions
- Interactive hands-on exercises
- No downloads required

Learning Management System (LMS)



Our FirstClass LMS facilitates the administration, documentation, tracking, and delivery of educational content. It serves as a centralized hub for organizing, managing, and monitoring online learning resources.

- Post-class support through discussion forums
- Printable course completion certificates
- Learner progress reports
- Online class evaluations
- Pre-assessments and post-assessments
- Quick Reference Guides
- Recommended websites for additional resources
- Recommended reading materials to complement the training experience

Administration



Our streamlined support and simplified management, along with robust reporting and flexible scheduling options makes administration effortless and efficient.

- Start live Excel training in as little as 3 days
- Offer real-time visibility of class performance and progress to managers
- Provide real-time online attendance and evaluation reports
- Ability to schedule training for all shifts
- Provide marketing materials such as email announcements, reminders, and flyers to promote training
- Provide an online calendar to view available training dates and schedule classes over 12 months
- Provide the option to schedule 3-hour, 4-hour, or 6-hour training sessions

OUR CLIENTS

WHO WE SERVE

We work closely with each of our clients, serving as their Strategic Training Partner to develop tailored programs that align with their unique needs and objectives.



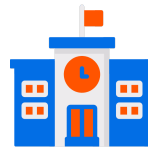
Corporations



Government



Small-Medium
Business



Higher
Education



Non-profit
Organizations



Individuals

A SELECTION OF OUR VALUED CLIENTS

Government Customers



Veterans
Administration



Environmental
Protection Agency



NC Army Reserve
National Guard



City of
Durham



Durham
County

Educational Customers



Durham
Technical
Community College



Wake County
Community College



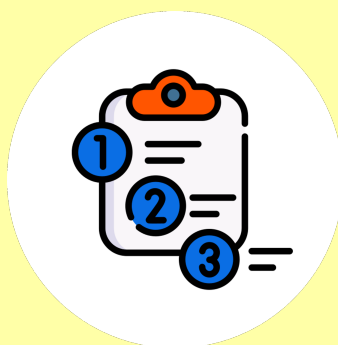
UNC
Chapel Hill



Alamance
Community College

Managers Enjoy

- Starting live hands-on Excel training in as little as 3 days
- Scheduling training for all shifts
- Real-time visibility of class performance and progress
- The option to schedule 3, 4, or 6-hour training sessions



We Provide

- Marketing materials to promote training
- Online calendar to schedule classes
- Real-time online attendance and evaluation reports

TRAINING FORMATS

Across all our training formats, we employ a diverse range of teaching methods, carefully balanced to enrich the learning experience. This thoughtful combination ensures a holistic and highly effective learning environment, with the balance of these methods tailored to each specific training format.

Training Methods include

- Lectures
- Hand-on exercises
- Interactive Q&A sessions
- Dynamic simulations
- Demonstrations
- Knowledge checks
- Immersive case studies

CHOOSE FROM 7 TRAINING FORMATS

★ Masterclass



Live Comprehensive Training

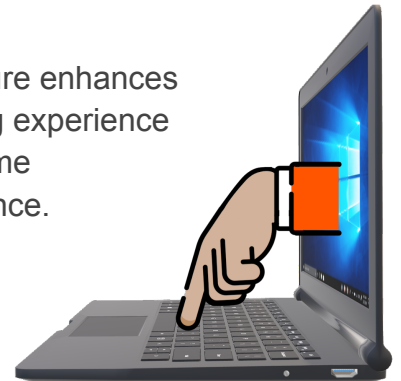
In our ★ Masterclasses, we offer a flagship training format that delivers an immersive and interactive learning experience, seamlessly combining the advantages of traditional classroom

training with the convenience of a virtual environment.

Sessions leverage 2-way audio, 2-way video, and 2-way screen sharing. The instructor and the training team have real-time visibility of all learners' virtual PC screens in our virtual computer lab. Class size ranges from 10 to 90 with a learner-trainer ratio of 10 to 1 for live support. [Learn more](#)

Our training team possesses the capability to remotely access and control learners' virtual computers, ensuring prompt and hands-on assistance directly to learners whenever needed.

This dynamic feature enhances the overall learning experience by enabling real-time support and guidance.



FastTrack



Live Expedited Training

Our FastTrack format is similar to a traditional webinar where the presenter leads the session, with learners listening and watching. The pace of our

FastTrack classes is notably faster than that of a Masterclass. Learners can ask questions via chat, though real-time interaction is limited, and they'll have access to a recording of the class content post-session. Class size can vary, accommodating anywhere from 10 to unlimited learners. [Learn more](#)

Flipped Classroom



Blended Training

Learners login to FirstClass LMS for self-directed learning, where they watch instructional videos before live sessions.

This prepares them to actively engage in discussions and hands-on activities with the instructor during live class time. Class size can vary, accommodating anywhere from 10 to unlimited learners. [Learn more](#)



Ongoing Self-Study

Self-paced, on-demand training is perfect for individuals who prefer to enhance their skills independently and at their own speed. Class size can vary, accommodating anywhere from 10 to unlimited learners. Training is complemented by a team of dedicated class monitors providing additional support.

[Learn more](#)



Free Public Training

Our Community Outreach Team regularly hosts free, interactive public training sessions lasting 1-3 hours, each centered around a specific topic. Learners have the opportunity to Q&A with the instructor, enhancing the learning experience. Class size can vary, accommodating anywhere from 10 to unlimited learners. [Learn more](#)

Open Lab



Spontaneous Unstructured Training

Open Lab sessions are scheduled, spontaneous learning interactions, allowing learners to engage in personalized Q&A sessions. Each

3-hour Open Lab is divided into six 30-minute sessions. Each learner can bring 2 co-workers to their individual 25-minute session with the instructor. The 3-hour Open Lab is exclusively live-streamed for your organization, granting private access to all employees for observational learning. [Learn more](#)

Just-In-Time



Personalized Training

JIT training is tailored to the specific needs and challenges of individual learners, ensuring that they receive the support and guidance necessary to excel in their respective roles. Our JIT sessions offer a flexible and unstructured approach, delivering a concise and impactful learning experience. Class size ranges from 1-3, with a class monitor for additional support. [Learn more](#)



Learner-Training Ratio

In our 🌟 Masterclasses, we maintain a learner-trainer ratio of 10 to 1, ensuring personalized and effective support for everyone in the class.



Hands-on Exercises

Our Skill Builder exercises provide step-by-step guidance, enhancing proficiency for learners to apply their knowledge, skills, and abilities in real-world professional roles..



Digital Certificates

Upon completing a course, learners receive a digital certificate to showcase their skills, easily verifiable and linked back to FirstClass LMS when shared on social media.

COMPARE OUR TRAINING FORMATS



★ Masterclass



FastTrack



Flipped Classroom



Continuous Improvement



Live Stream



Open Lab



Just-in-time

Hosting

Virtual/online	✓	✓	✓	✓	✓	✓	✓
Virtual Computer Lab	✓	N/A	N/A	N/A	N/A	N/A	N/A
FirstClass LMS	✓	✓	✓	✓	✓	✓	✓

Interactivity

Live instruction	✓	✓	In live sessions	N/A	✓	✓	✓
Live Chat	✓	✓	✓	✓	✓	✓	✓
Two-way video	✓	N/A	In live sessions	N/A	N/A	✓	✓
Two-way audio	✓	N/A	In live sessions	N/A	N/A	✓	✓
Two-way screen sharing	✓	N/A	N/A	N/A	N/A	✓	✓

Scheduling

3-10 Day Lead Time	✓	✓	✓	✓	✓	✓	✓
Minimum Session Duration	3 hours	3 hours	N/A	N/A	1 hour	3 hours	3 hours
24-Hour Availability	✓	✓	✓	✓	✓	✓	✓

Registration

Minimum Registrations	10	10	10	10	10	6	1
Maximum Registrations	90	Unlimited	Unlimited	Unlimited	Unlimited	18	3

Class Size

Minimum Class Size	10	10	10	10	10	N/A	1
Maximum Class Size	90	Unlimited	Unlimited	Unlimited	Unlimited	3 per session	3



★ Masterclass



FastTrack



Flipped Classroom



Continuous Improvement



Live Stream



Open Lab



Just-in-time

Instructor Demonstration

Live (Real-time)	✓	✓	N/A	N/A	✓	✓	✓
Prerecorded	N/A	N/A	✓	✓	N/A	N/A	N/A

Training Material

Live Hands-on Exercises	✓	✓	N/A	N/A	N/A	N/A	✓
Self-paced Exercises	✓	✓	✓	✓	✓	N/A	N/A
Comprehensive eBooks	✓	✓	✓	✓	N/A	N/A	N/A

Class Monitors

10:1 Learner-monitor Ratio	✓	N/A	N/A	N/A	N/A	N/A	N/A
1 or More Class Monitors	N/A	✓	✓	✓	✓	✓	✓

Certificates

Certificate of Completion	✓	✓	✓	N/A	N/A	N/A	N/A
Certificate of Participation	N/A	N/A	N/A	✓	N/A	N/A	N/A
Certificate of Attendance	N/A	N/A	N/A	N/A	✓	N/A	N/A



Credit Card Payments

We accept all major credit cards for your convenience.



Online Scheduling

We provide an online scheduling app where you can plan and schedule your classes.



Comprehensive eBooks

We offer learners comprehensive ebooks to support their learning journey.

SUPPORT AND RESOURCES

Our Resource Centers are designed to support learners throughout their training journey, offering a wide range of tools and materials to enhance their learning experience and help them excel in their chosen courses.

Help Queue



Our virtual computer lab has a built-in help queue allowing learners to effortlessly submit their queries or seek assistance when they encounter challenges.

Exercise Files



During hands-on training, learners complete exercises by following the instructor's on-screen, step-by-step demonstration.

Application Navigator



This extensive guide, enriched with hyperlinks, acts as a virtual roadmap through the realm of Microsoft Office applications.

Discussion Forums



Our Discussion Forums provide a platform for learners to connect, ask questions, and exchange insights with peers and the training team.

Recommended Websites



This resource is designed to help learners stay up-to-date with the latest industry trends, research findings, and practical tools.

Micro Learning



Our microlearning courses provide an efficient way to learn and acquire new information and expertise in just a few minutes.

Recommended Reading



Our Recommended Reading resource is dedicated to expanding learners' proficiency in various software applications.

Knowledge Checks



Our assessment tool allows us to assess learners' existing knowledge before, during, and after class.

DeLisa Lee, the Program Director and Senior Technical Trainer of DJL Training, Inc., is a seasoned computer geek and Corporate Trainer with over 25 years of experience. Specializing in desktop and web-based productivity applications, her expertise encompasses the Microsoft Office Suite, Google Workspace, and Customer Relationship Management systems. DeLisa is dedicated to empowering individuals to work smarter, not harder, by leveraging technology effectively.

