On-Site Training Request

Ohio Literacy Resource Center

TECHNICAL ASSISTANCE/TRAINING NETWORK

Name _____ Title _____

Program name _____ ABLE-funded? ❍ Yes ❍ No
(Assistance/Training is free of charge to any ABLE-funded program)

Address _____ Phone number _____

_____ Email address _____

General training/assistance topics desired

(check all that apply)

General system	Internet	Hardware	Software
❍ Computer purchase	❍ General information	❍ General information	❍ General information
❍ System upgrade	❍ Email	❍ Upgrading/installation	❍ Program upgrade
❍ System maintenance	❍ World Wide Web	❍ General problems	❍ Operating systems
❍ Technology application	❍ Web page design	❍ Network setup	❍ Office suites
❍ Communications	❍ Listservs/BBS's	❍ Troubleshooting	❍ Desktop publishing
❍ _____	❍ _____	❍ _____	❍ _____

****Please use the space below to indicate specific areas of interest****

Requested date – please list three convenient dates in order of preference
****Please allow at least three weeks for scheduling purposes****

1. _____ ❍ a.m. ❍ p.m. ❍ either
2. _____ ❍ a.m. ❍ p.m. ❍ either
3. _____ ❍ a.m. ❍ p.m. ❍ either

Primarily interested in ❍ 4 hour session ❍ 8 hour session ❍ no preference

Approximate number attending _____ Is a ❍ Workshop room or ❍ computer lab available?

Please return this form to:

The Ohio Literacy Resource Center, Attn: Technical Assistance/Training Network,
Research I-1100 Summit Street, Kent State University, Kent, OH 44242-0001
FAX: (330) 672-4841 Voice: (800) 765-2897 or (330) 672-2007