



**cymtrix training systems Ltd**



This is the entry level training course in the **Cymtrix® Director** training course software product suite. It comprises a total of 4 lesson modules.

### ***Course Structure***

The Cymtrix® Director Lite training course software has 3 major components. There is a presentation slide with an informative narrative, an optional interactive test quiz for each lesson and a set of comprehensive training course notes which can also be printed out. It will take the average person about 3 hours to complete the entire presentation component of the training course's 4 lesson modules. Private reading time must also be allocated for the course notes.

All interactive test quizzes can be undertaken as an option for learners. If attempted, each test quiz does have a minimum pass mark of 70%. Test quiz results are provided immediately following each completed test. Learners can undertake test quizzes when and as often as desired. It is not recommended for learners to rely solely on that which can be learned just from the presentation material. The training course has been designed for learners to read (maybe a few times over) the comprehensive course notes provided in-conjunction with the presentation component of the training course.

### ***Suitability***

The **Cymtrix® Director Lite** leadership development training course has been designed to firstly establish a standardised knowledge base. It is from this point that learners can start to build and further develop the necessary skill sets and desirable behaviours required to be a true leader and improved manager. It is suitable for those wishing to develop an awareness of the required leadership skills and behaviours.

### ***Applicable Industries***

All Cymtrix Training Systems training courses provide learner with generic skill sets development, which are readily transferable. They are independent of any specific industry or organizational requirement; however, they are applicable and valid across most industries and organizations.

### ***Best Learning Outcomes***

The best learning outcomes can only be realised when the learner is prepared to read and continually refer to the comprehensive course notes that are supplied with the training course. It is imperative to practise the described behaviours. When adopting this recommendation, best practices will and do become even more instinctive, making the individual more productive.

### ***What We Concentrate On***

We do teach some academic theory in our training courses; however, we concentrate upon imparting useable, practical skills development techniques, as well as giving simple examples of desirable behaviours. These practical skills often come with ready reference lists of "do's" and "don'ts". All Cymtrix® Director training courses, do, of course, explain the reasoning behind such teachings!

### ***Our Differential Edge***

All the practical lessons and advice contained in all the Cymtrix® Director training courses have been compiled from the knowledge banks and experience of many former and still practising business executives. This provides all learners a readily useable and proven set of tools, which they can confidently rely upon.

## Lesson Notes

At Cymtrix Training Systems we want all our learners to have the best possible set of tools available to them. All Cymtrix® Director training courses include a comprehensive set of learner notes (which you can print out) covering all course lesson subjects and topics. They are a valued set of reference tools.

## Lesson Modules Included

What Makes A Leader?  
The 3 Intelligences  
Personal Time Management & Setting Priorities  
Effective Delegation

## How and Where Do I Get Cymtrix® Director Lite?

Cymtrix® Director Lite can be ordered and downloaded directly from the Cymtrix Training Systems website at <http://www.cymtrix.com/products.html> It is installed on your computer like any other piece of software.

## Minimum System Requirements

Intel Pentium 4 processor or equivalent  
2 G Byte of RAM  
700 M Bytes of Spare Disk Space  
Microsoft® Windows™ XP; Vista, Windows 7  
Microsoft® Internet Explorer 7 or higher browser  
Mozilla Firefox 3 or higher browser  
Sound Capabilities installed

## Why Choose Cymtrix® Director Lite

Decision Factor	Traditional Workshop Course	E-Learning or (Distance) Course	Cymtrix® Director Courses
<b>Investment Required</b>	<b>Highest Cost</b>	<b>Medium Level Cost</b>	<b>Lowest Cost</b>
Good Value for Money	✗	✗	✓
Includes a Set of Comprehensive Course Notes	✓	✓	✓
Can undertake course when you desire	✗	Limited	✓
Can undertake course many times	<b>Not Practical</b>	Limited	✓
Easy to revise content	✗	Limited	✓
You are in control of course timetable	✗	Limited	✓
Includes test quiz	May Do	May Do	✓
Includes presentation slides	May Do	Generally	✓
Includes commentary/narration	Lecturer/Facilitator	Generally	✓
Long shelf life	✗	✗	✓