Here’s how OfficePro can help you!

Partnering with OfficePro will allow your employees to receive the best training available on the market. These beneficial services will only strengthen your business and boost your employees’ skills, productivity, and morale. With over 30 years in the training business, we guarantee that you will be satisfied with our distinctive processes, our knowledgeable instructors, and our comprehensive course material.

Partnering Services

- Create customized rollout plans to get you started
- On-site, Instructor Led Training (ILT) & Virtual (VILT)
- eLearning and Content Development
- Learning Management System (LMS) customization and design
- Participate in implementations and upgrades with marketing events, demonstrations, webinars, half-day and full-day classes

Qualified Training Specialists

- More than 34 years of experience in training and consulting
- Long standing, renewed, large multi-year contracts (see Clients)
- Consistently high-rated instructors

Certifications & Memberships

- GSA IT Schedule 70-47QTCA19D005Z
- DIR DIR-TSO-0411
- DUNS #148076987
- Memberships: IAAP, IAEE, IAMCP, InfoComm, MCCC
- Microsoft Silver Learning Partner
- Certified Small Business

Why Choose Us?

- Customized class curriculums based on client needs
- Modular and OfficePro-owned quality content
- No automated phone system
- Post-Training Support Options

Here are some of our clients!

Arlington County Govt.
City of Alexandria
Fairfax County Govt.
Federal Reserve Board
Federal Trade Commission (FTC)
Food & Drug Administration (FDA)
Forest Service – USDA Govt. Printing Office
Montgomery County Public Schools (MCPS)
National Institutes of Health (NIH)
National Institute of Standards and Technology (NIST)
Smithsonian
U.S. Census Bureau
U.S. Secret Service
Pension Benefit Guarantee Corporation
Washington Suburban Sanitary Commission

Here are some of our clients!
Standard Classes

- Excel: Introduction, Intermediate, Advanced
- Foxit for Business
- FrontPage: Basic & Advanced
- Internet Explorer
- Introduction to PCs Using Windows
- Lotus Notes: Basic & Z
- Skype for Business
- Office 365
- OneNote Essentials
- OneDrive
- Outlook: Introduction, Intermediate, Advanced
- PowerPoint: Introduction, Intermediate, Advanced
- MS Project: Introduction, Intermediate, Advanced
- MS Project Professional (Server)
- Project Management Fundamentals
- Publisher: Basic & Advanced
- SharePoint Designer
- SharePoint for End Users
- SharePoint Server Introduction
- Nintex for SharePoint
- SharePoint Server for Site Owners/Power Users
- Visio Basic & Advanced
- Windows Foundational Skills
- Windows 10 and Office 2016

Certification Courses

- ITIL
- PMP
- Microsoft Office Specialist: Excel, PowerPoint, Outlook, Word, SharePoint

Workshops  (½ day, 3 hours)

- Access: Queries and Reports
- Access: Building Tables
- Access: Data Entry
- Excel for Project Management
- Excel Crash Course: Formulas and Functions
- Excel: PowerCharts
- Excel: PivotTables
- Excel: Automate with Macros
- Excel: Data and List Management
- Excel: Displaying Data Visually
- Excel: Worksheets
- Microsoft Office 2016 Overview/Transition
- OneNote Overview
- Outlook: Rules and Quick Steps
- Outlook: Calendar Management
- Outlook: Tasks and Notes
- Outlook: Time Management
- PowerPoint: Building an Infographic
- PowerPoint: Video Production
- PowerPoint: Developing Quality Presentations
- PowerPoint: Building a Presentation without Bullets
- SharePoint: ½ day for End Users
- SharePoint: ½ Day for Site Owners
- Skype for Business
- MS Teams
- Word: Track Changes Explained
- Word: Use a Table for That!
- Word: Finishing Touches
- Word: Practical Mail Merge

CompTIA Courses
(Normally run in 5-Day Bootcamp Format)

- Security+
- A+
- Network+
- Project+
- IT Fundamentals
Soft Skill Classes

Management Training

- Advanced Leadership Skills
- Advanced Team Building
- Change Management
- Coaching Skills
- Communication Skills
- Creativity & Innovation
- Delegation Skills
- Event Management
- Giving Feedback
- Leadership Skills
- Motivating People
- Motivation, Persuasion & Creativity
- Negotiation Skills
- Problem Solving
- Project Management
- Fundamentals
- Supervisory Skills

Sales Training

- Advanced Customer Care
- Business Networking
- Customer Service Skills
- Handling Complaints
- Marketing Skills
- Sales Skills
- Telephone Skills

Personal Development

- Emotional Intelligence
- Time Management
- Anger Management
- Assertiveness Skills
- Body Language
- Decision Making
- Goal Setting
- Learning to Learn
- Memory Skills
- Overcoming Procrastination
- Personal Branding
- Personal Impact
- Presentation Skills
- Report Writing
- Effective Email
- Communication Skills for Technical Professionals
- Technical Writing

Human Resources

- Conducting Interviews
- Diversity Management
- Interview Skills
- Performance Management
- Conflict Management
- Handling Difficult People
- Difficult Conversations
- Meeting Skills

Tips & Tricks Classes

Excel: Formatting
Excel: Functions
MS Office: Word, Excel & PowerPoint
Creative Tools
Word: Formatting
MS Project

Adobe Classes

Acrobat: Basic & Advanced
Captivate: Basic & Advanced
Photoshop: Basic & Advanced
Presenter: Basic & Advanced
PageMaker: Basic & Advanced
InDesign: Basic & Advanced
Illustrator: Basic & Advanced
Dreamweaver: Basic & Advanced

Roving Training

Roving Training is scheduling a knowledgeable application instructor with many individuals or small groups to answer specific questions, work with a specific file or support an ongoing project. You can also combine ½ day sessions with a ½ day of Roving! We do Roving Training with any topic you would like!

Custom Classes

LinkedIn: Fundamentals
LinkedIn: Beyond Basics
LinkedIn: Advanced
Introduction to MS Office Surface Pro
Introduction to the iPad
Advanced Googling

Specialty Classes

Camtasia
Cognos
HTML (Levels 1 & 2)
HTML with XML (5th Edition)
XML
VBA Programming: Access, Excel, Word
CSS
CCNA
C#
Business Objects
CASP
CISSP
Crystal Reports
File Maker
QuickBooks
SQL: Fundamentals of Querying
SQL: Advanced Queries

... AND MANY MORE!