



Training Office Visits

In an effort to further extend the reach of the ARMLS Training Department, we are now offering different options for Office Visits where we offer specialized training programs designed to fulfill the needs of individual offices and businesses. There are two versions of these visits, each with different benefits and requirements described below. We offer tailored On-Site Visits or Virtual Visits focusing on subjects of your preference and specific needs.

If you are interested in scheduling a session for your team, office or company, please read through the requirements and process for each type of visit below. Once you have decided which one suits your needs, please fill out and submit the appropriate attached form **at least two weeks in advance** to the ARMLS Training department for scheduling.

On-Site Office Visit

On-Site Office Visits are a great way for your office or group to receive specialized training in the specific areas you need in flexmls® Web. The sessions can cover our standard Core or Mastery level class material or we can work with you to design a custom class covering specific topics. We can provide presentation style training (with an Instructor PC and projector) or, if you have the computer resources or your attendees wish to bring their own internet accessible laptops, we can also provide hands-on training during your session. For an On-Site Office Visit we require **at least 10 attendees** and the training session can last up to 2 hours.

Virtual Office Visits

An ARMLS Trainer will initiate a Web-based class, or Webinar, for members of your office or group, allowing for training to take place in multiple locations for the attendees. To schedule a Virtual Office Visit Web-based training session, we require a minimum of only **5 attendees**, each of whom must have a computer with Internet access. Unlike the On-Site Office Visit, the group does **not** have to be located in the same place. For groups of fewer than 25 people, a conference call can be initiated for group discussions and questions OR the session can be limited to online chat for questions from the class. In either case, the instructor can be heard through the conference call center or online through the internet.

Virtual Office Visits offer more scheduling flexibility for both the Instructor and the attendees as well the ability to offer a viable option for smaller teams, groups and offices to receive specialized training without having to gather in the same location. This is also a great option for groups outside of the metro-Phoenix area.

To schedule either of these visits, just fill out the appropriate attached form and either email or fax the form back to the ARMLS Training Department. All necessary contact information for scheduling either option is located at the top of each of the forms. Scheduling is based on availability of our training resources and visits are granted on a first-come, first-served basis.



On-Site Office Visit Request Form

Please have a minimum of 10 attendees per session.

Please fill out this form completely and either email to **training@armls.com**

or fax to 602-381-1973 **attention Training.**

Office/Broker/Company Name: _____

Office Address (Training Location): _____

Phone Number: _____ Expected Attendees (#): _____

Primary Contact Person Name: _____ Email: _____

Please provide three preferred training times:

Date

Time

1) _____

2) _____

3) _____

Training Topics - Please circle all that apply or create your own below.

Core Courses

Mastery Courses

Searches / Search Results
Listings
CMAs
Contacts
Mapping
Rules

Presentations
Statistics
Custom Views & Sorts
Custom Reports (Advanced)

Custom Training Topics



Virtual Office Visit Request Form

Please have a minimum of 5 attendees who must have access to a computer with speakers and an Internet connection.

Please fill out this form completely and either email to training@armls.com or fax to 602-381-1973 *attention Training*.

Office/Broker/Company Name: _____

Phone Number: _____ Expected Attendees (#): _____

Primary Contact Person Name: _____ Email: _____

Please provide three preferred training times:

	<u>Date</u>	<u>Time</u>
1)	_____	_____
2)	_____	_____
3)	_____	_____

Training Topics - Please circle all that apply or create your own below.

Core Courses

Searches / Search Results
 Listings
 CMAs
 Contacts
 Mapping
 Rules

Mastery Courses

Presentations
 Statistics
 Custom Views & Sorts
 Custom Reports (Advanced)

Custom Training Topics

Preferred Communication Method with Instructor:

Group Conference Call

Online Chat