How to Sign Up for Your Own Customized Corporate Professional Development Training

Identify Need

- Discuss & align internally on your team's makeup, needs assessment and learning objectives.
- Review Course Descriptions, noting any topics that may be emphasized, de-emphasized, or customized.
- Schedule an Intake Meeting Here (optional) to discuss special needs, address questions or concerns, dive deeper into content and delivery methods, discuss customizations.

Request Quote: Fill out the Request For Quote form Here. Select course(s) desired, indicate preferred delivery format (Live or Online), and other relevant info. If your organization uses a procurement portal such as Coupa or Ariba, please initiate the quote request through your internal system if required. In most cases, you can still use our Request for Quote form to obtain pricing for entry into your portal. If this is your organization's first time engaging us, you may need to register DYNAMIC DESIGN CONSULTING LLC as an approved supplier within your system. We will assist with completing any required forms (e.g., W-9, direct deposit, etc.) to expedite setup.

Receive Quote: You'll receive your custom quotation, typically within one business day. The quote will include all applicable pricing, delivery options, and terms.

Approve Quote: Review the quote internally. Once approved, please issue a Purchase Order (P.O.) referencing the quote number. While awaiting the P.O., you may expedite scheduling by electronically signing the quote.

Send Purchase Order: Email your signed P.O. Once received, we'll confirm within one business day and provide a link to schedule your course. If your company issues P.O.s through a procurement portal (e.g., Coupa, Ariba), please generate and submit the P.O. through your system. Our supplier profile is registered in most major platforms – search for DYNAMIC DESIGN CONSULTING LLC as a supplier. Once your P.O. is released, we'll receive automatic notification. If you do not see us in your system, please reach out for registration support.

Schedule Training

- Once the P.O. is received, you may now schedule your course.
- Schedule the sessions of your course(s) at your convenience using our interactive calendar showing real-time availability. Here you may schedule full-day or half-day sessions, consecutive training days or any other arrangement that meets your needs. Select the date and time for each course session. The sessions will be booked on your calendar. Congratulations! Your class is now scheduled!

Finalize Delivery Details (Live, in-person training only)

- There are still a few details to finalize. You will receive a link to our Live Delivery Details form.
- Please complete the form at your convenience. Here you will provide the name & contact information of the company representative who will meet the Instructor on the morning of the first course session.
- Confirm the training room meets all requirements (seating for all students and Instructor, a projector or monitor sufficient for clear viewing by all students, HDMI connection to projector / monitor or wireless presentation system, and sufficient wall space for posting exercise drawings).

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- Confirm the final number of students & provide their names.
- Confirm lunch plans (e.g. whether you will cater lunch or if students & Instructor are responsible for providing their own lunches).
- Finally, if you would like to share any Engineering drawings with the Instructor you may attach them along with questions or comments.
- After completing the form, you will receive your final documented Scheduling Form with all your delivery information, for reference. Congratulations! Your class is now confirmed!

Prepare for Training

- If your training is scheduled Online, you will receive a course syllabus with information about the course including a meeting link for joining the Online sessions. Please make sure you share this syllabus with your students. You will also receive all the course training materials shipped to you. Please ensure these are distributed to students prior to the course.
- For Live, in-person training, make sure to reserve your conference room and confirm student attendance.
- Sit back, relax, get some coffee & wait for the first day of your training course to arrive.
- If you have any last-minute substitutions or attendance changes, please notify us as soon as possible.

Receive Training: Greet your Instructor upon arrival and provide any necessary site access or setup assistance needed. Relax and enjoy your professional development experience!

Complete Course Evaluations: At the end of the course, each participant will receive a link to a brief evaluation survey. Feedback helps us continuously improve our course quality and tailor future programs to your team's needs.

Receive Certificates of Completion: At the end of each Live training course, we celebrate students' achievements by handing out certificates of completion. Electronic (PDF) versions are emailed out for both Live and Online courses.

Receive Invoice: An invoice will be issued upon course completion and sent to the billing contact listed on the P.O. If your organization uses a procurement portal, we will submit the invoice through that system referencing your P.O. number. Please ensure the correct P.O. is active and released before the training date to avoid invoicing delays.

Pay Invoice: Payment is due within thirty (30) days of invoice date unless otherwise specified on the quotation. Payment instructions are included on the invoice. Payment can be made through your standard process. For clients using procurement portals, payment will be processed through your internal Accounts Payable workflow once the invoice is approved in the system.

Apply Knowledge & Skills to Work: Encourage students to apply key takeaways to active projects and share insights with their teams. Many organizations schedule short team debrief sessions to discuss implementation ideas and next steps.

Post-Training Performance Support: Optional post-training performance support is available to reinforce skill application. If desired, you can schedule a 1-on-1 or small-group coaching session Here.