



IT Training and Digital Transformation

Maximity provides professional, innovative, friendly, and cost-effective IT solutions. We focus on total client satisfaction through the delivery of our first-class Training and Digital Transformation services. Maximity is committed to working in partnership with both clients and suppliers to add value in an environment of mutual respect and professionalism. Maximity is dedicated to lifelong learning and self-development in support of achieving a healthy work / life balance.



Training

Whether you are a beginner, self-taught or would simply like to refresh your digital skills, Maximity has a course to suit your needs. Standard courses cover **fundamentals**, **intermediate**, and **advanced** levels, whilst tailored courses are designed to suit your individual business needs.

A free 'Training Needs Analysis' is undertaken prior to each course and feedback forms are issued to ensure that the course objectives are satisfactorily met. Courses are short, good value and relevant to today's business needs.

We focus on a small class size to maximise engagement and individual focus and we believe in learning by doing. Each course is hands-on with

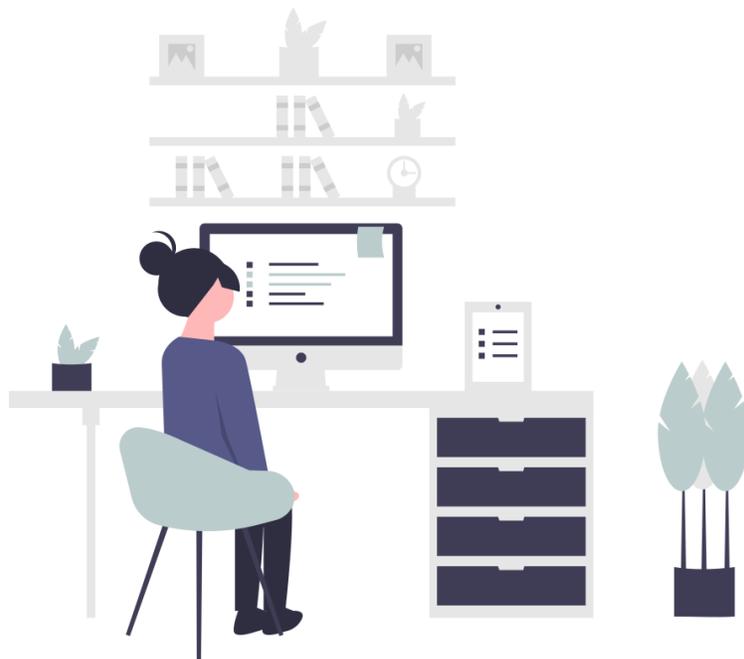
extensive use of examples. Courses can be tailored to include your company's actual documents and is geared around what you need to use in a software package.

- Excel**
- Word**
- Outlook**
- Project**
- Sage**
- Teams**
- Xero**
- Office 365**

Helping Our Clients Through Covid-19

A key element of training has been supporting our clients in the transition from office to home working. Using the Microsoft 365 toolkit, you can make this transition to a new way of working both at home and in the office, that will give you complete flexibility and efficiency. You can easily miss some of the great facilities and features within this toolset that you are already invested in. Our aim is to help you embrace these and exploit them in your day to day.

- Video and voice calls – Teams is packed with features
- Minutes / documents / video recordings – everything to keep you aligned
- Document sharing / collaboration – get to final documents more quickly
- Planning / tasks / to do – keep focused across departments / clients / suppliers
- Dashboards / reporting / analysis – where are you making or losing money
- Training / coaching – how to operate in a virtual environment



Digital Transformation

Digital transformation sounds very grand but essentially is the term applied to making sure you're able to use the most appropriate technologies to help run your business, and that those technologies are set up correctly, people understand how to use them properly, and that they're integrated as far as possible to reduce time wasting and duplication errors. Whether you are working on your strategic plan or want to address a specific issue within your business, it's worth a chat with us to see if we can help.

Consultancy

Our consultancy service provides impartial business advice to help you meet your business goals and objectives through the effective use of technology.

Learn more: <https://maximity.co.uk/digital-transformation/consultancy-services-objective-advice-for-your-business-from-maximity/>

Data Analysis

Sometimes clients need our help to understand more about how their business is performing. They know they make money, but don't always know which areas of the business are the most or least profitable. We help design and implement data analysis solutions that help our clients understand their data and turn it into information that tells a story.

Learn more: <https://maximity.co.uk/digital-transformation/data-analysis-to-turn-data-into-information/>

PowerApps, PowerAutomate and SharePoint Solutions

It can be difficult sometimes to find one fully integrated software solution for an entire business, covering all its different functions. You may have a system in place that you really like that you've invested a lot of money in and don't want to ditch because it works well, but you wish it could do something extra. PowerApps provides us with a simple and cost-effective way of bridging those gaps in automation. When used with SharePoint and PowerAutomate, there is seamless, secure access to data with some clever functionality that allows links into different applications including email, images, approvals, and Teams.

Learn more: <https://maximity.co.uk/digital-transformation/powerapps-powerautomate-and-sharepoint-solutions/>

Project Management

Our role is to ensure that all those involved in implementing a new system understand the rules of the game. That means setting clear objectives, with milestones, that the team understands. It involves effective communication with everyone, not just those directly involved in the implementation. Above all, it's about managing things when they don't go to plan.

Learn more: <https://maximity.co.uk/digital-transformation/project-management/>

Change Management

Once a project has 'gone live' many suppliers and contractors tend to walk away thinking their job is done, and the customer thinks everything will magically work because the project team has been working on the configuration of it, and staff have had their training. But just because someone has had training doesn't mean they understand a system. Years of experience has taught us that it's only once a new system is in place that people really start to understand it. It's when they suddenly must use the new system to process a refund, or deal with a part delivery, or look for a stock record that should have been transferred and somehow wasn't. This is when the real work begins.

Learn more: <https://maximity.co.uk/digital-transformation/change-management/>

How we've helped

Some examples of the sort of projects and industries we've worked with are below:

- As a sister company of Prizm Solutions Insurance Brokers we've been there since Day One for them, so we've helped them with all of their IT Infrastructure requirements & expert advice on solutions including the selection of Acturis before it became fashionable, and also with going paperless including WFH & the adoption of cloud technology & Teams to assist them with keeping inter-office communications working from 15 different locations!
- We've helped a client in the leisure industry choose appropriate technology for each stage of its business growth. Originally, when the business first opened, we helped them identify an appropriate accounting packing (Sage) and EPOS solution. Years later, when

the business continued to expand, we helped them choose and implement a replacement accounting solution (Fuse Metrix).

- We've helped an electrical contracting company transition from Pegasus onto Sage Accounts and Payroll. We also created a bespoke software solution that helped the company capture timesheets electronically to send to their staff agencies to pay people, plus import the information into Sage to produce weekly job profit reports.
- We've also worked with construction and engineering companies to design and implement job and staff tracking solutions.

How do you know whether your IT systems are working well for you? Whether your processes are efficient? How many times do your staff touch the same piece of data before you use it or how much data do you have that you do not use?

Maximity's consultancy services look at how information flows round your organisation, where it is used and for what. With you we develop visual process mind maps to show efficiency, highlight roadblocks and inefficiency and suggest improvements that will result in cost and time savings.

Insurance Woman of Influence 2018

As co-owner and director of Prizm Solutions, Tracy Pound is viewed by her colleagues as a major driving force behind the company, which she co-founded together with Peter Robinson in 2006 to serve insurance needs in Tamworth and across the UK. As the owner of a tech company, Tracy demonstrates how technology empowers the flexibility many women (and men) are looking for today. She says the most fulfilling aspect of her career is "being co-owner of an award-winning insurance brokerage that continues to grow year-on-year, that has a wonderful staff and where I can play an active role in ensuring our MI is ahead of the curve."

In addition to her responsibilities at Prizm, Pound is an author of IT industry standards and a regular visitor to the House of Commons. She was appointed to CompTIA's board of directors in 2015 and was voted Worldwide Member of the Year in 2017. Pound has been recognised several times as one of the top women in technology in the UK and was named Woman of the Year in 2016 by PCR.

For more information on Maximity's Training courses or Digital Transformation services and how we can benefit your business please contact:

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www.maximity.co.uk

View our full course listing here: <https://maximity.co.uk/learn/office-training/training-course-listing/>