# Are Spreadsheets Enough to Manage your Training?

Administrate

getadministrate.com Copyright © 2016

# Are Spreadsheets Enough to Manage your Training?

Spreadsheets may be one of the most significant advances in computing. When <u>VisiCalc</u> was first released in 1979, it was so desirable that it became the first "<u>Killer Application</u>". In other words, it was so important it single handedly drove the purchase of the platform on which it ran (in this case the Apple II). VisiCalc and its better known successors Microsoft Excel and Lotus 1-2-3 almost immediately became bedrock components of the personal computing revolution. The possibilities that spreadsheets opened up for businesses small and large alike was nothing short of transformational.

## Starting out with Spreadsheets

Many training companies and internal training departments start out running their entire operation using a collection of spreadsheets and calendaring programs. Spreadsheets are great because they're flexible, easy to use, easy to get started with, and almost every computer has the ability to create or view a Microsoft Excel document.

Once a certain volume of training is reached however, the drawbacks begin to appear:

- Spreadsheets Grow in Quantity and Complexity Over Time

   Chances are that you start off with one or two small spreadsheets. Over the next few years these accumulate more complexity and dozens (if not hundreds) of additional spreadsheets appear, as if by magic! We've seen training providers have separate spreadsheets for; course templates, courses they're running, bookings, student rosters, financials, marketing lists, and it goes on and on with every department or employee or context requiring its own document. Synchronising these various sheets is a daunting, near impossible, task.
- **Permissions, Versioning, and Data Retention are All Difficult** Spreadsheets are built to analyse and visualise data, they're not good at preventing some users from seeing sensitive data, providing an audit trail for changes, or retaining historical data for future review.
- Not Built for Collaboration What if you have to access your



VisiCalc (short for Visible Calculator) was the world's first spreadsheet computer programme.

Originally released for the Apple II by VisiCorp in 1979. information on the go? What if you and a colleague both update an event's information and then save the file in sequence? Spreadsheets aren't built for modern collaboration methods. Sharing documents via shared drive, email, or Dropbox can be suitable for specific projects or temporary needs, but running a business or department using this type of collaboration can be error prone and cause intense frustration.

- Spreadsheets Often Contain Errors One research paper estimated that 94% of spreadsheets contain errors, and 5.2% of cells in unaudited spreadsheets contain errors!
- Reminders Aren't Supported It's impossible to set reminders and notifications with a spreadsheet. This can really affect your efficiency and cause problems when things are missed!
- Workflows are Hard to Define and Enforce spreadsheets are great for storing information, but they're not built to handle process or workflows. Many of the challenges inherent in delivering training require adherence to a detailed process. For example, making sure that payment is collected prior to delivering a course can actually be quite hard to enforce when using a spreadsheet based system, particular with multiple different users!

Finally, and perhaps most importantly...

 More Applications Are Still Required – You'll need other applications to; send joining instructions, view courses on a calendar, track attendance, record scores, provide reminders, print or email certificates and provide elearning. Spreadsheets just can't cope with all these different requirements.



94% of spreadsheets contain errors

Tuck School of Business Research Paper

## The Training Software Revolution

There is no doubting that spreadsheets are a valuable tool that have their place within any business. However, significant advancements in industry specific software over the last thirty years has resulted in the availability of refined <u>Training Administration Software</u>, built especially for training providers!

#### Welcome to the Post-Spreadsheet World!

Many training providers weren't aware of the existence of a training administration system built just for training providers, that didn't cost the earth! Trainers have come to Administrate to explore the post-spreadsheet world and have been delighted with the power they now have at their fingertips.

Administrate helps hundreds of users deliver training to hundreds of thousands of students all around the world. Our training software helps you:

- Manage courses, instructors, finances, customers, and online bookings.
- Build powerful workflows that fit your needs.
- Market your course offerings to your past students or clients.
- Integrate with other powerful applications.
- Power your website course listings.
- Manage your internal documents, staff, holidays, and keep on top of your team.
- A whole lot more!

#### Start Small, and Grow with Administrate

We understand that it can be intimidating to move the operation of your business onto a new software system. That's why we've made it as easy as possible to get started:

- Book a personal demonstration to see how it can work for you
- Signup for a free trial to sample the system
- Read about our dedicated implementation team

## Get in Touch

UK: +44 131 460 7350

USA: +1 (406) 322 3312

MENA: +961 71 419 404

info@getadministrate.com

http://www.getadministrate.com