



# YOUR PRODUCTIVITY PARTNER



[ACE.CO.NZ](http://ACE.CO.NZ)

## COMPANY PROFILE

ACE is a privately owned computer training organisation that values time. The team at ACE love working with people and teaching skills and tricks (shortcuts) which improve productivity, creating more time in your day. ACE recognises the investment in people and technology will create a competitive edge in your marketplace. A well-trained work force is a key differentiator in this time of rapid and continuous change.

Since our launch in 1987, ACE has grown into one of the country's largest privately owned computer training companies. We have dedicated training centres in Auckland, Hamilton, Wellington and Christchurch, or alternatively we can come to you!

All our Microsoft trainers are Microsoft Certified Trainers, with many years experience.

For a historical look at ACE and its list of industry firsts refer to ACE History at [www.ace.co.nz/history](http://www.ace.co.nz/history).

## CORE SERVICE

ACE Computer Training Core Service is to provide computer training to all market segments of the New Zealand Corporate market. Having trained in excess of 400,000 people, ACE continues to train many thousands of New Zealanders per annum.

Because ACE create their own courseware for application courses, we have a unique advantage in being able to customise the material to suit your needs and reflect the nuances unique to your business and staff requirements.

All courses are written and structured so people of a similar level of computer proficiency attend together. Our online skills assessments help ensure this. For more information, visit [www.ace.co.nz/skills-assessment](http://www.ace.co.nz/skills-assessment).

## TRAINING DELIVERY METHODS

As real-world experience is the best teacher, our training modules are delivered using 'Tell, Show, Do' methods. This recognises that learning is enhanced when it is relevant to the person's daily life context – and their success in the workplace. We place great emphasis on the practical, hands-on applications thus reinforcing the learned techniques, helping with productivity back at the office.

Many components have shaped the ACE learning environment including our understanding of learning and how it differs for adult learners, brain functions, left and right dominance, work styles and relevance to real-life.



## COURSES FOR END USERS

ACE is constantly running a wide variety of scheduled courses in many software applications. To maximise learning, class numbers are generally limited to a maximum of 12 attendees. Those who complete the course have the advantage of our free lifetime telephone support service (Microsoft Application Courses only) on any material covered in the course. Please contact our team or visit our website on [www.ace.co.nz/courses-for-end-users](http://www.ace.co.nz/courses-for-end-users) for a current list of scheduled courses.

## COURSES FOR IT PROFESSIONALS

ACE offers a diverse array of technical courses to assist IT Professionals with developing knowledge for their IT role, increased productivity, as well as certifications. Whether it be Technical Certification, Programming, Network Applications, Database Management, Operating Systems or Servers, ACE offers the right course. For many Microsoft courses, you may have Software Assurance Vouchers which can be redeemed at ACE.



*ITIL® is a registered trade mark of AXELOS Limited. The Swirl logo™ is a trade mark of AXELOS Limited.*



*Over 400,000 trained to date,  
and still lots more to do!*

*Realising Potent*

## CLIENT ENDORSEMENTS

Our vision is to recognise potential, enable success. This is what our clients have to say:

“ACE Training has been our preferred supplier for a number of years. ACE continues to impress with their reasonable training rates and ability to customise to in-house requirements. Their excellent manuals serve as handy references post-training. ACE instructors are flexible with delivery and able to provide training at their own premises or in-house. We have enjoyed our long-term relationship with ACE Training.”

“ACE Training has been dealing with our company’s national training requirements and pride themselves in the quality of training that they deliver. ACE understands our business needs and works very closely with us to ensure that training plans are organised and monitored. We receive a very high level of service from the team at ACE and look forward to a continued relationship.”

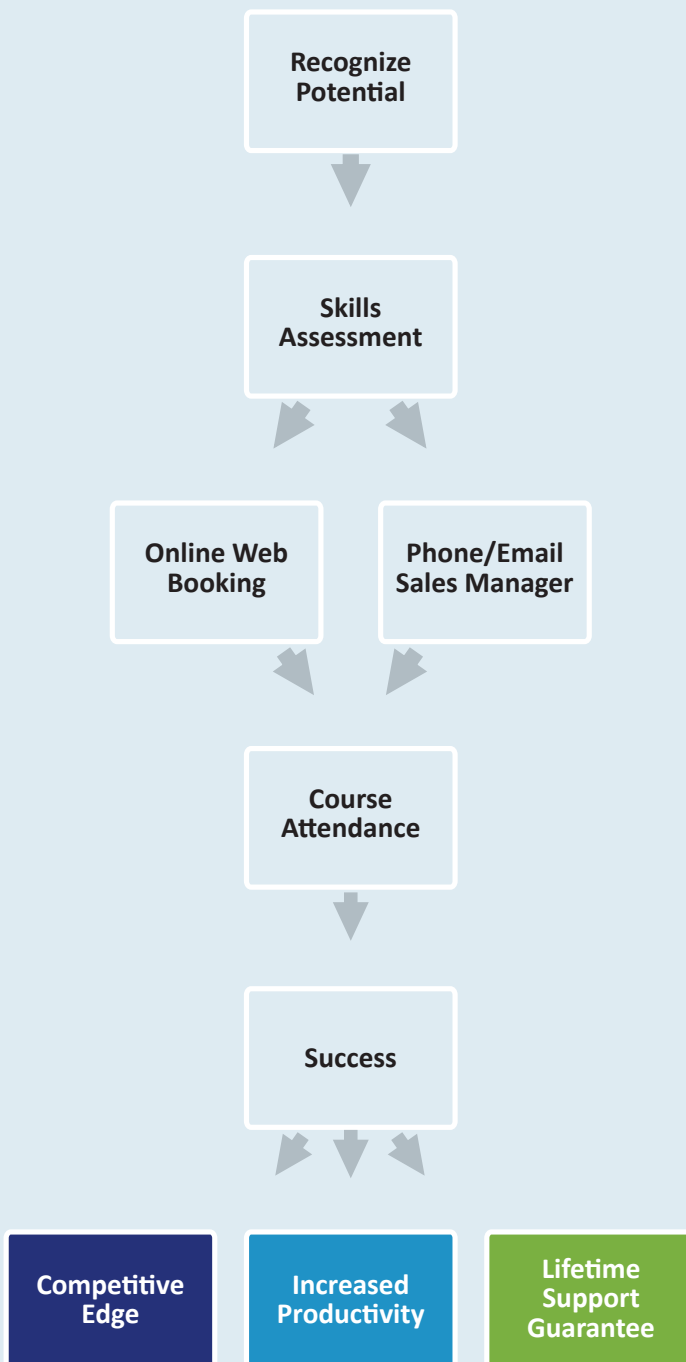
“I have been working very closely with ACE Training for all of our Technical training requirements and am pleased to advise that the level of service from the Sales and Training departments within ACE have been of a very high standard and well appreciated.”

We engaged ACE to supply on-site customised training for our Windows 7 and Office 2007 rollout. They were easy to deal with, and very good value for money. Our rollout process needed timing adjustments along the way and ACE were very happy to fit in with the timing changes. I unreservedly recommend their services.”

“ACE have worked closely with Foodstuffs to identify the most suitable training solutions for our teams and are very quick to respond to our enquiries and offer the most suitable training solutions based on our requirements, not to mention a competitive pricing structure. The level of training that we have received from ACE Training is of a very high standard and we look forward to a continued relationship.”



## OUR WORK PROCESS



## OUR TEAM

### ACCOUNT MANAGERS AND ADMINISTRATORS

Your ACE account manager will work closely with you to ensure the smooth running of any bookings and co-ordination of all training requirements.

### ACE TRAINERS

Our dedicated and highly skilled instructors provide quality education ensuring that every attendee gets the training they need to succeed. We pride ourselves on ensuring our trainers are certified to ensure the very best for you. Our trainers are from a variety of business and education backgrounds bringing vast experience with them. Each trainer contributes to the commitment of quality and continuous improvement, as well as the creation of new courseware. Being ISO accredited also means quality controls at every step along the way.

### CEO

Graham Dwyer, CEO ACE Training Ltd is available at [ceo@ace.co.nz](mailto:ceo@ace.co.nz) to assist with any queries or comments you may have.

## OUR LOCATIONS

ACE has training centres in four locations - Auckland, Hamilton, Wellington and Christchurch. Each centre has everything you need - technology and software. Alternatively ACE can travel to you to train your team on site.

[www.ace.co.nz](http://www.ace.co.nz)  
PO Box 46138  
Auckland 1147

### AUCKLAND

Level 3  
ACE House  
46 Brown St  
Ponsonby  
Auckland, 1021

09 378 0411  
[info@ace.co.nz](mailto:info@ace.co.nz)

### WELLINGTON

First Floor  
89 The Terrace,  
Wellington, 6011

04 472 4830  
[info@ace.co.nz](mailto:info@ace.co.nz)

### HAMILTON

Level 1  
AMI Building  
Cnr Anglesea and London Street  
Hamilton, 3204

07 838 0700  
[info@ace.co.nz](mailto:info@ace.co.nz)

### CHRISTCHURCH

Unit 10  
15 Sir Gil Simpson Drive  
Canterbury Technology Park  
Christchurch, 8053

03 365 5020  
[info@ace.co.nz](mailto:info@ace.co.nz)