

**WINPACCS®**

# **SYMPOSIUM 2024**

6 Nov | Wetzlar | On-site and Online

**How can I train WINPACCS in my organisation myself**

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## Agenda

1. Seminars
2. Train the Trainer
3. Individual Seminars
4. Online Courses
5. Webinars
6. Further documents
7. Conclusion



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## Seminars



## Seminars - Overview

- Our seminars are based on the WINPACCS roles and equip participants to perform their work effectively.
- The seminars are held in English, place of training is Wetzlar.
- Maximum 8 participants, each participant is provided with a laptop, extensive exercises, course material
- Up to four training days in Germany per year are included in the basic fee, Early bird prices
- Dates and online registration:  
<https://www.winpaccs.com/events/seminars>


## Seminar - WINPACCS for Project accountants

- Target group: Project accountant
- Duration: 2 days
- Aim of the seminar
  - Provide you with key project accounting knowledge
  - User know-how for the WINPACCS project accounting software
- Main contents
  - Principles of project accounting in development cooperation
  - Posting transactions
  - Principles of the Moving Average Rate Procedure
  - Day-end and month-end closings

## Seminar - WINPACCS for Project controllers and Project finance managers

- Target group: Project finance managers, Project controllers
- Duration: 2 days
- Aim of the seminar
  - Set up project-specific data for the Project accounting
  - Draw up analyses with target/actual comparisons and donor settlements
  - Create key project-specific data for internal and external project cost accounting and budget monitoring
- Main contents
  - Creating new projects and project data
  - Drawing up analyses
  - Creating settlements according to the requirements of different donors

Train the Trainer



**TRAINING**

## Train the Trainer

- Provision of standard training documents in electronic form in English for trainers and participants for performing in-house training
- Train-the-Trainer course so you can train your own staff with customised training documents
- Use of a staging environment for your in-house training purposes
- <https://www.winpaccs.com/product/prices>

## Individual Seminars



## Individual Seminars

- Instruct project employees in a region on using your own client data
- Communicate selected topics to a specific group of employees
- ...

## Online Courses



## Online Courses

- Available in English and French
- Online (any time, any place)
- Comprehensive instructional videos and detailed exercise material
- Learn both: the theoretical and practical basics of WINPACCS Accounting and WINPACCS Cashbook
- Courses
  - WINPACCS for Project accountants (approx. 10 hours)
  - WINPACCS for Project cashiers (approx. 4 hours)
- <https://www.winpaccs.com/events/online-courses>

## Webinars



## Webinars

- Webinars were launched in 2024 and are to be expanded in 2025.
- Topics are presented by a trainer or consultant within a time-limited framework (approx. two hours).
- The webinars take place online. Registration is required. Participation is usually free of charge.
- Planned webinars in 2025
  - Partnerbook
  - User administration
  - Programs and project groups
  - ...
- <https://www.winpaccs.com/events/webinars>

Further documents



## Further documents

- Document library - Further detailed information and guides  
<https://www.winpaccs.com/customer-portal/document-library>
- Glossary - In-depth descriptions of terms from the world of WINPACCS  
<https://www.winpaccs.com/service/glossary>
- Videos - Insights into working with WINPACCS  
<https://www.winpaccs.com/service/videos>
- Help for WINPACCS Cloud, WINPACCS Accounting, WINPACCS Cashbook in the languages German, English, French and Spanish
- ...

# Conclusion

## Conclusion – How can I train WINPACCS?

<b>mbi</b>	<b>mbi/organisation</b>	<b>organisation</b>
Seminars (Standard)	Train the Trainer	Own seminars
Webinars	Individual seminars	Staging environment
	Online courses	Training documents
	Further documents	

Any questions?