

BULLHORN® TRAINING SERVICES

Bullhorn Groupware Training

Overview

Bullhorn Training Services are designed for users to quickly become proficient in Bullhorn, thus increasing placements and job orders, and maximizing your investment. Training sessions are offered via blended learning solutions, by combining classroom-based courses, phone-based courses and self-paced training.

The Bullhorn Groupware Training introduces participants to the Groupware environment. The overall goal includes teaching participants how to navigate the Bullhorn user interface, manage personal preferences, email, calendar and tasks.

Who Should Attend

This course is designed for individuals new to Bullhorn and users that will only be utilizing the calendar, email and task functions in Bullhorn.

Course Objectives

By the end of this course participants will be able to manage:

- The Bullhorn user interface
- Personal preferences
- Emails
- The integrated calendar
- Personal tasks

Pre-Requisites

Familiarity with Internet Explorer

Course Formats

Self-paced instructor-supervised online

- Available 24/7 until completion of the course

Phone-based sessions

- Duration: 2 hours
- Maximum number of participants per course: 15

For Additional Information

Please send an email to professionalservices@bullhorn.com