

# **TechnoTraining, Inc.**

**SDVOSB**

**Cage Code #1USY7**

**Provide Training and Consulting Services in the fields of  
Information Technology & Professional Development Skills**

## **Company Prospectus**

**Prepared: May, 2011**

## Company Overview

TechnoTraining Inc. is a leading Human Capital Delivery Organization. Our services include Technology and Professional Development Skills training and consulting services for our global clients.

We have successfully delivered outstanding results to both our government and commercial clients since 1999. Our initial offering was focused on the planning and delivery of technology training and soft skills training. As our company grew over the years we realized that a great deal of our clients wanted us to be able to deliver to them additional services in other parts of their businesses. Today we offer a full range of services that include project management, management consulting, leadership training and coaching, sales team coaching, negotiation training and coaching, curriculum development, and instructor selection and preparation. All of our services can be provided in your environment or at external facilities.

**Technical Skills Instruction Categories** include: Business Intelligence & Data Warehousing, Engineering, Manufacturing, Networking, Program & Application Development, Security, System Administration, System Architecture, Business Process & Integration Management, WebSphere Administration & Programming, etc..

Our most commonly requested technology services work comes from the following areas:

- Cisco Certified Courses
- Citrix Certified Courses
- CompTIA (A+, Networking+, Security +, etc.)
- Java (non-Sun) Courses
- Lotus Notes Certified Courses
- Microsoft Certified and Non-Certified Courses
- Network Security Courses
- Novell Certified and Non-Certified Courses

We additionally support requests in a wide area of technology training and consulting needs including C/C++, CIW, Crystal Reports, HP, IBM, ITIL, Java Script, Linux, Oracle, Perl, Portal, PowerBuilder, Rational, Security Certified Program, Solaris, Unix, and WebSphere, to name a few.

Some of the **Professional Development Skills Instructional Categories** include: Health & Safety Certification Training, Mechanical & Industrial Training Courses, Environmental Certification Courses, Consulting Methods, Finance, Marketing, Personal & Professional Skills Enhancement, Project Management, Team Building, Leadership Training, Sales Training, Project Rollouts, Negotiation Workshops, etc..

Enclosure (2) provides an expanded sample listing of courses we can support.

The fundamental principals upon which we base our business include:

1. Quality Instructors and Subject Matter Experts
2. Value Based Fees
3. Knowledgeable Staff
4. Dedicated Service
5. Reliable and Responsive Service
6. Facility Services
7. Client Custom Services
8. International Services

**1. Quality instructors/consultants.** We are affiliated with over **5,000** experienced, veteran trainers with proven track records to draw from for both long-term projects or for individual courses. Many of our seasoned veterans have extensive real world experience, as well as college degrees and multiple certifications in the field.

**2. Value Based Fees.** We believe our value based pricing should reflect the value you wish to receive and be delivered by the value based facilitator that best meets your investment criteria. We work diligently to negotiate the appropriate value based pricing from our trainers and pass those savings along to our clients, frequently using “tiered” pricing strategies designed to support your student/employee enrollment requirements for your class. We have certified trainers globally and in all fifty states and Canada we often find trainers local, and sometimes they are within a drivable distance to the assignment, thereby keeping total training costs lower.

**3. Knowledgeable staff.** Our staff cumulatively has over 60 years of experience in supporting both large projects and individual classes. The principals are both active in the business and provide mentoring to the other project managers within TTI and guarantee that all members of the company provide the same quality service.

**4. Dedicated service.** In 2010 TTI booked approximately 600 days of training and consulting every month. Due to our Human Capital resources we can provide our existing clients and new clients with outstanding facilitators that will apply the same ethos of dedicated service to your organization.

**5. Reliable and responsive service.** TechnoTraining, Inc. will assign a full time account manager(s) to support your Human Capital requirement. If required we will assign additional resources as back-up to support additional services that are in demand. The account manager(s) will handle every aspect of an assignment, including travel arrangements, if desired.

**6. Facility services.** If requested, TechnoTraining will also obtain classroom rental space, and classroom and quality control assessment.

**7. Client Custom Services.** TechnoTraining can support our clients in the acquisition of alternative courseware, as well as customized courseware and curriculum development services.

**8. International Services.** TechnoTraining has built a Human Capital Pool that is strong with our International Clients. This pool is particularly strong in the UK, Germany, and India. We also have trainers who are competent in many languages and do have a number of instructors who are strong in Spanish and French.

### Corporate Biographical Information

**John Nogosek**, President of TechnoTraining, Inc., also manages several major corporate accounts and provides business management including marketing, planning, financial and quality control. He has successfully planned and implemented several boot camp sessions, as well as supported both major and small accounts for over thirteen years. Mr. Nogosek possesses an undergraduate business degree from Marquette University and a MBA from Temple University with emphasis in Finance and Marketing. John has already completed a highly successful career in Supply Logistics in the U.S. Navy, having retired as a Captain. His last active duty assignment was as the Executive Officer, Fleet & Industrial Supply Center, Norfolk, VA. He is a native of Elmhurst, Illinois (suburb of Chicago). [jnogosek@technotraining.net](mailto:jnogosek@technotraining.net)

**Richard Drehoff**, Vice-President of TechnoTraining, Inc., also manages several major corporate accounts and provides business management including marketing, planning, financial and quality control. Mr. Drehoff has an undergraduate degree from the U.S. Naval Academy with emphasis in Management Technologies and an MBA from Old Dominion University with a concentration in Information Systems. He is a critical member of the team in helping to screen and select the best-qualified trainers and consultants for our projects. Rich has also completed a highly successful career in Supply Logistics in the U.S. Navy, having "early" retired as a Lieutenant Commander. He is a native of Baltimore, Maryland. [rdrehoff@technotraining.net](mailto:rdrehoff@technotraining.net)

**Vicktoria Mudd**, Technical Training Manager, manages multiple corporate accounts, providing qualified, "high end" technical computer instructors to training partners nationwide. She negotiates contracts between clients and instructors, provides cost estimates, manages travel arrangements, and establishes contact with potential clients and instructors to further expand business opportunities with quality resources. She completed two years of college in Bowling Green State University majoring in International Studies, minoring in German. Vicktoria is a native of Covington, Ohio (near Dayton). [vmudd@technotraining.net](mailto:vmudd@technotraining.net)

**John Lipscomb**, Business Development Manager, whose primary focus is to work with both corporate and individual accounts in satisfying their on-going employee training needs. John has over 25 years of sales and marketing experience and a very direct business philosophy that is based on Customer Focused Selling. He designs and negotiates Training Service Agreements customized to meet specific client training needs, timelines, and budgets. John is a graduate of The Pamplin College of Business at Virginia Tech (Go Hokies!) and has been a lifelong resident of Virginia Beach, Virginia. [jlipscomb@technotraining.net](mailto:jlipscomb@technotraining.net)

## **TechnoTraining, Inc Support Staff:**

**Kathy Hyypa** manages the Company's accounts payable and receivables. She holds an undergraduate degree from James Madison University with an emphasis in Business Administration. Having run her own business for a number of years, Kathy has a wealth of accounting knowledge and experience and has held a number of management and fiscally responsible positions. She is a native of Northern Virginia and was a long time resident of the great State of Colorado. [khyypa@technotraining.net](mailto:khyypa@technotraining.net)

**Jennifer (Jenn) Hickey** works in the Company's account payable and receivables department. She holds an Associate's Degree from Burlington County College, New Jersey and has taken numerous additional accounting courses at the University of Maryland. Jenn has acquired significant "hands on" accounting experience having worked for several companies during her professional career. She is married to a Naval Aviator and is a native of Medford, New Jersey. [jhickey@technotraining.net](mailto:jhickey@technotraining.net)

**Contract Instructors.** Of critical importance is our ability to select and manage highly qualified instructor resources. To support corporate programs, our company relies on a network of over five thousand instructors located in every major city throughout the country. Generally, our instructors have a four-year college degree with a minimum of five years of training and practical experience.

<b>Corporate Headquarters</b>	TechnoTraining, Inc. 328 Office Square Lane, Suite 202 Virginia Beach, Virginia 23462-3648
<b>List of Principals</b>	John Nogosek & Richard Drehoff (partners)
<b>Socio-Economic Status</b>	Service Disabled Veteran Owned Small Business (SDVOSB)
<b>IRS Tax ID #</b>	54-1927456
<b>DUNS:</b>	13-782-5811
<b>State and Year of Incorporation</b>	TechnoTraining, Inc. - Virginia, 1999
<b>Website:</b>	<a href="http://www.TechnoTraining.net">www.TechnoTraining.net</a>
<b>NAICS Codes supported:</b>	611410, 611420, 611430, 611519, 611699, 541511, 541512, 541513, 541519, 541611, 541613, and 541330
<b>Federal Contracting Vehicles:</b>	Seaport-e Prime
<b>Cage Code #1USY7</b>	<b>Virginia SWaM #675142</b>

The following is a partial list of products that TechnoTraining, Inc. can support with trainers and/or consultants. If your product/subject is not listed, please call/email as we constantly add new products and training resources to our listing:

## **Technical**

ACT!

Adobe/Macromedia

- Acrobat
- AfterEffects
- Captivate
- Cold Fusion
- Dreamweaver
- Flash
- FrameMaker
- Freehand
- Illustrator
- InDesign
- Pagemaker
- Photoshop
- Premiere

Apple

- Appleworks
- ClarisWorks
- Filemaker,
- MacIntosh OS

AutoCAD

Certified Internet Webmaster (CIW)

Checkpoint

Cisco

Citrix

Client Server Overview

CompTIA

- A+,
- CTT+
- CDIA+
- Linux+
- Network+
- Project+
- Security+
- Server+

CORBA (Common Object Request Broker Architecture)

Corel

- CorelDraw
- Paradox
- Painter
- Paintshop
- QuatroPro
- WordPerfect

Crystal Reports

Computer Security Incident Handler (CSIH)- Carnegie Mellon

Creating a Computer Security Incident Response Team (CSIRT)

Database Administration

Defense Messaging System (DMS)

EC-Council:

- Certified Ethical Hacker CEH
- Computer Hacking Forensic Investigator (CHFI)

ePlan

Expense Link

Goldmine

Graphic Design

GUI Design

Harvard Graphics

Help Desk Institute (HDI)

HIPAA

HP OpenView

HP-UX Systems Administration

IBM:

- AIX
- Cognos (Impromptu, PowerPlay)
- DB2
- Display Write
- DOS
- Enterprise Java Beans (EJB)
- Freelance Graphics
- ILOG
- Informix
- Lombardi
- Lotus ( 1-2-3, AmiPro, -Domino, Domino.doc, Notes, Sametime, SmartSuite)
- Rational
- SPSS
- SunJAVA
- UNIX
- VisualAge Java
- VMWare
- WebSphere

IManage

Intuit:

- QuickBooks
- Quicken

(ISC)2:

- CAP
- CISSP
- SSCP

ITIL

Linux

Microsoft

- .NET
- Active Server Pages (ASP)
- Access
- BizTalk
- Exchange
- FrontPage
- Internet Information Services
- MCP, MCP+ Internet MCSA
- MCSD
- MCSE
- Microsoft System Management Server
- Migrations (e.g. Win 95 to 2000, etc)

- Office (Excel, Word, Outlook, PowerPoint)
- Project
- Publisher
- SQL Server
- TCP/IP
- Visio
- Visual Basic
- Visual C++
- Visual FoxPro
- Visual InterDev
- Windows Directory Services
- Windows Desktop Apps 98, 2000, 2003, 2007, 2010

#### Mini MBA

#### Multimedia Development

#### Netscape

- Communicator
- Navigator

#### Novell

- GroupWise
- NetWare
- Networking
- ZenWorks

#### Programming Languages:

- C/C++/C#
- CSS (Cascading Style Sheets)
- Cobol
- Delphi
- Fortran
- HTML
- Java
- Java Scripting
- Macro
- MFC
- Object Oriented Design
- OS/2
- Perl
- UML (Unified Modified Language)
- XML (Extensible Markup Language)

#### Oracle

- Database
- E-Business
- JSP
- Peoplesoft
- Siebel
- Primavera
- Solaris
- SunServers

#### Organizer

#### Project Management

#### Q-Das

#### QuarkXPress

#### Security Certified Programs

#### Six Sigma

#### Sniffer Product line

#### SolidWorks

#### Storage

Train the Trainer  
Web Browser  
Web Design  
Web Development  
Web Graphics  
Web Site Maintenance  
Web Technologies Overview  
WebGain Visual Café  
WebWorks  
Wireless

## **Soft Skills**

Change Management

Communication:

- Coaching
- Criticism & Conflict: How to Handle Theme
- Communication Skills
- Communication Excellence
- Effective Listening Skills
- Everybody is a Customer
- Executive Speaking
- Executive Speaking-Coaching
- Impact of Attitudes
- Improving Individual Negotiation Skills
- Seven Habits of Highly Effective People
- Seven Habits Renewal

Facilitators

Language

- ASL (American Sign Language)
- ESL (English as a Second Language)
- Pronunciation In English

Presentation Skills

- Advanced
- Workshop
- Bullet Proof Executive Presentations

Project Management

- PMP Certification Prep

Rollouts

Sales Training

Team Building

- Team Training & Consulting
- Time Management
- Kolbe
- Myers-Briggs Training
- Performance Management
- PowerBuilder
- Leadership & Teamwork Communications

Telework Training

Writing

- Courseware Development

- Writing Advantage
- Writing In English

## **Mechanical/Industrial**

### **Air Conditioning - Boilers - HVAC**

- Air Conditioning & Refrigeration
- Balancing, Adjusting and Testing of HVAC/Air Systems
- Boiler Operation, Maintenance & Safety
- Chilled Water Systems
- Direct Digital Control (DDC) Systems - A Basic Introduction
- Direct Digital Control (DDC) Systems - An Advanced Course
- HVAC Controls & Air Distribution
- HVAC Systems & Heat Transfer
- Pneumatic Comfort Controls
- Practical Math, Measurements & Formulas for Boiler Technicians
- Water Treatment for Boilers, Chillers & Cooling Towers

### **Electrical - Electrical Controls**

- 2008 National Electrical Code®
- 2008 National Electrical International®
- 2011 National Electrical Code®
- Arc Flash Protection & Electrical Safety
- AT Electrical Safety Certification™
- Basic Electricity for the Non-Electrician
- DC Electrical Systems for Mobile Equipment
- Electric Motors, Drives and Control Circuits
- Electrical Codes for Non-Electricians
- Electrical Controls for HVAC Systems
- Electrical Ladder Drawings, Schematics & Diagrams
- Electrical PM & Best Practices
- Electrical Safety for Management, Planning & Supervision
- Electrical Troubleshooting & Preventive Maintenance
- Generators and Emergency Power
- Grounding & Bonding of Electrical Systems
- Grounding Fundamentals
- High Voltage Electrical Safety for Power GTE - 29 CFR 1910.269
- Instrumentation Process Measurement & Control - Industrial Applications
- Instrumentation, Process Measurement & Control Fundamentals
- Motor Selection, Maintenance, Testing & Replacement
- Multi-meter Certification
- PLC I - PLCs for Non-Programmers
- PLC II - Operation, Installation, Maintenance & Troubleshooting
- PLC III - Programming and Applications
- Power Quality - Using the Fluke 435 Power Quality Analyzer
- Power Quality Fundamentals
- Reading & Understanding Electrical Ladder Drawings
- Troubleshooting & Replacement of Electric Motors
- Understanding Motor Control Circuits
- Uninterruptable Power Supply (UPS) Maintenance and Readiness
- Uninterruptable Power Supply (UPS) Systems for First Responders
- Variable Frequency Drives

### **Facility & Plant Management**

- Building and Grounds Security for Facility Management
- Building Codes

- Disaster Preparedness for Facility Management
- Energy Codes
- How to Conduct Your Own Energy Audit
- How To Deal With An Aging Workforce
- Implementing & Optimizing Computerized Maintenance Management Systems (CMMS)™
- Inventory Control for Maintenance
- Lean Management
- Maintenance Optimization on a Tight Budget
- Maintenance Planning & Scheduling
- Total Productive Maintenance (TPM) & 5S

### **Fluid Power-Hydraulics-Pneumatics**

- Hydraulic Systems & Components - Advanced
- Hydraulic Troubleshooting & Applications - Advanced
- Read, Draw & Understand Fluid Power Schematics
- Understanding & Troubleshooting Hydraulics

### **Pumps - Piping - Mechanical**

- Lubrication Selection, Application & Management ™ Level 1 & 2
- Maintenance Welding
- Mechanical Codes
- Plumbing & Pipefitting for Plants & Buildings
- Plumbing Codes
- Predictive Maintenance and Condition Monitoring
- Pump Repair & Maintenance
- Pumps & Pump Systems
- Steam Systems Maintenance, Safety & Optimization™

### **Field and Technical Services**

- Asbestos Project Management
- Project Design
- CADD Services
- Lead Remediation Management
- Air Monitoring
- Plan & Specification Development
- Project Engineering
- Project & Plan Review
- Budget Development
- Bid Specification
- Bid Management
- Facility Inspection
- AHERA
- LBP HUD
- Project Coordination

### **Environmental Services**

- LEED Certification Training
- Industrial Hygiene

- Microbial Investigations
- Air Testing
- Water Testing
- Soil Testing
- Project Management
- Tank Investigations
- Phase I-IV Audits
- ISO 14000
- Hazardous Materials Management
- Pollution Prevention
- Stormwater
- Indoor Air Quality
- Universal Waste
- Medical Waste
- Compliance Program Management
- Site Remediation

### **Safety and Compliance**

- ADA Compliance
- Bloodborne Pathogens
- Code Review
- Compliance Audits
- Confined Space Rescue
- CPR and First Aid
- Crane And Hoist Inspection
- Electrical Safety
- Emergency Planning
- Employee & Workplace Safety Programs
- Ergonomics
- Fire Safety
- Hazardous Materials
- HAZMAT Certification Training
- HAZWOPER Certification Training
- Organizational & Operations Risk Management
- OSHA & NFPA Certified Technical Training
- Policy Development
- PPE Reviews
- Program Review
- Rope Rescue
- Safety Consulting
- Search & Rescue Risk Management
- Site Inspections
- Structural Collapse
- Surviving Technical Rescue Operations
- Technical Rescue
- Trench Rescue
- Trenching & Excavations
- Vehicle & Machinery Rescue
- Water Rescue
- Written Safety Plan Development

This is an ever growing list of training topics. If you don't see something that you are looking for, please let us know and we'd be happy to research it for you. Besides...

***Client training needs are our only real source of  
Power, Focus, and Direction!***

***How can we be of service to you?***