**Prezlab Capacity Building and Training Program**

Prezlab has developed tailored, organic, and in-house training programs designed to meet the unique needs of our niche services. These programs are created to foster continuous growth, ensure skill enhancement, and align our team with the company’s mission and goals.

Our capacity-building approach is carefully crafted to empower employees across all departments through a combination of structured courses, practical training, and ongoing development opportunities.

**Departments Covered:** Our learning programs target the following key departments:

* Creative
* Business Development
* Client Success
* Marketing
* People & Culture
* Accounting & Finance
* Interdepartmental Workflow Training Programs

These programs are developed in collaboration with department heads to ensure relevance, precision, and practical applicability.

**Training Formats:** Our courses take various forms to accommodate different learning styles and departmental needs:

* **Policies and Workflow Documents**: Comprehensive policies, guidelines, and workflows are readily available on our Learning Management System (LMS)
* **Structured Curriculum**: Set and designed curriculum pathways for all roles are available on the LMS to ensure systematic learning
* **Practical and Live Training Sessions**: Live, hands-on training is delivered by department heads and subject matter experts to ensure knowledge is effectively applied in real scenarios

**Learning Management System (LMS):** Our Learning Management System serves as the cornerstone of our capacity-building initiatives. It hosts all courses and resources designed by each department’s learning point person, ensuring a seamless and effective learning experience. Key features include:

* **Structured Course Flow**: Courses are systematically organized in a hierarchy, forming clear learning paths for various roles and levels.
* **Role-Based Learning Paths**: Training programs are tailored for specific roles, requirements, prerequisites, and refresher needs.
* **Skill Levels**:
  + *Beginner*: Foundational courses for new hires or individuals transitioning into new roles.
  + *Intermediate*: Courses designed for professionals seeking to deepen their expertise.
  + *Advanced*: Specialized programs to enhance mastery in niche areas.

Our LMS ensures employees have access to resources that promote continuous learning, professional development, and upskilling at their own pace.

**Program Highlights**

* **Tailored Programs**: All programs are organically developed in-house to cater to our unique services and company culture.
* **Department-Specific Training**: Each program is curated in alignment with departmental objectives and workflows.
* **Flexible Learning**: A blend of self-paced learning through the LMS and live sessions provides flexibility and engagement.
* **Continuous Improvement**: Programs are regularly reviewed and updated based on feedback, emerging needs, and evolving business goals.