

TRAINING

Learn how to get the most out of your investment in CounselorMax®

In-Person, Hands-On Training:

CounselorMax User and Foreclosure Module Training (including NFMC compliance)

NeighborWorks® Training Institutes

- December 12-16, 2011 – H0220 & H0222 (Washington, DC)
- February 27-March 2, 2012 – H0220 & H0222 (Los Angeles, CA)

To register: www.nw.org/training

Place-based (regional) training events

- January 23-24 – H0220 (San Antonio, TX)

To apply for a scholarship:

www.nw.org/scholarships

Course descriptions:

H0220 Data Management and Tracking with CounselorMax®:

This 2-day, live-lab course is for current and prospective CounselorMax users responsible for data management and tracking. The training will show you how to harness the system's functionality to support the unique needs of your agency. You will create and manage client files, learn basic data entry requirements and automated case management techniques, and use system functions to ease tracking needs and organize data. Learn how to harness the power of CounselorMax to support your current housing counseling activities.

H0222 CounselorMax® for Decision-Makers and Administrators:

In this course, agency decision-makers learn how to:

- Establish goals for success with CounselorMax
- Develop a plan for its implementation
- Use CounselorMax in a way that supports current housing counseling operations
- Set up an agency and create counselor roles within an agency's database
- Customize values so data fields yield important funding source information.



WebEx Online Training:

Log on for **free** web-based CounselorMax training. Both **live** and **recorded** sessions are available:

New User Overview Sessions: This is the perfect training for those who are either new to CounselorMax or who need a refresher. Three 1-day sessions, 90 minutes per day, held once a month.

Foreclosure Module Sessions: Designed for users who want to master the Foreclosure Module. Most appropriate for users who have already participated in an overview training session. Held once a month.

Special Topic Sessions: These trainings are tailored to special topics, often related to the latest CounselorMax enhancements and functionalities. Offered at various times; check the link below for recorded sessions.

For more info on live and recorded WebEx training sessions, or to register, [click here](#).