PAUL W. NICHOLS
SELECTED WORK SAMPLES TOUR

Use the links below to quickly access a variety of different samples available on my work samples web site.

1 SELF-PACED TRAINING

eLearning Guided Simulation:
- *Navigating I-Hub* *

MicroLearning:
- *Use I-Hub to Onboard ADP WFN Clients* *

Learning Bytes:
- *Time & Attendance Employee* *
- *Payroll Practitioner* *

eLearning Self-Paced PowerPoints:
- *Introduction to I-Hub* *
- *Getting Started with Zap!* *
  (PPT files download directly)

> *** NOTE:** *To view the above eLearning Captivate flash files, you must:*
> 1. *Confirm that the Flash Player is Enabled*
> 2. *Allow Flash Player to Run on the Website / in Your Browser*
> *Please refer to the **Technical Assistance** document for specific steps on how to do this.*

2 INSTRUCTOR-LED TRAINING (ILT)

Virtual ILT – Soft Skills Training:
- *Creating Positive Client Interactions*
  (PPT file downloads directly)

Virtual ILT – Systems Training:
- *Completing the I-Hub Time Interview*
  (PPT file downloads directly)

ILT – Conference Workshops:
- *Service That Sticks: Becoming a Referral Magnet*
- *Bolder Blogging: Marketing Fueled by Prospecting*
  (PPT files download directly)

ILT – Mini Training Review Sessions:
- *Be a Hero, Get to Zero! | Leverage Zap Throughout your Day to Be as Productive as You Can Be!*
- *Building Client Connections | Use the ZapScore to Encourage Relationships*
  (PPT files download directly)

3 INSTRUCTOR NOTES & FACILITATOR GUIDES

Please see the instructor notes in the above PPT presentation files.

4 PARTICIPANT GUIDES & HANDOUT MANUALS

Participant Guides:
- *Service That Sticks: Becoming a Referral Magnet*
- *Bolder Blogging: Marketing Fueled by Prospecting*

Handout Manual:
- *Completing the I-Hub Payroll Client Interview*

5 REFERENCE GUIDES & JOB AIDS

Quick Reference Guides:
- *New Client Checklist & Implementation Guide*
- *Get Zapped Quick Reference Guides*

Job Aids:
- *Zap Open House Checklist*
- *Introduction to I-Hub Job Aid*