Decision Focus University

The Power of No-Code, the Depth of Possibility

Overview of Standard training courses

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Decision Focus University

At DF University, knowledge is the key to unlocking the full potential of the Decision Focus platform. While our no-code solution is designed to be intuitive and fast to configure, truly mastering its capabilities allows you to build scalable, efficient, and impactful solutions.
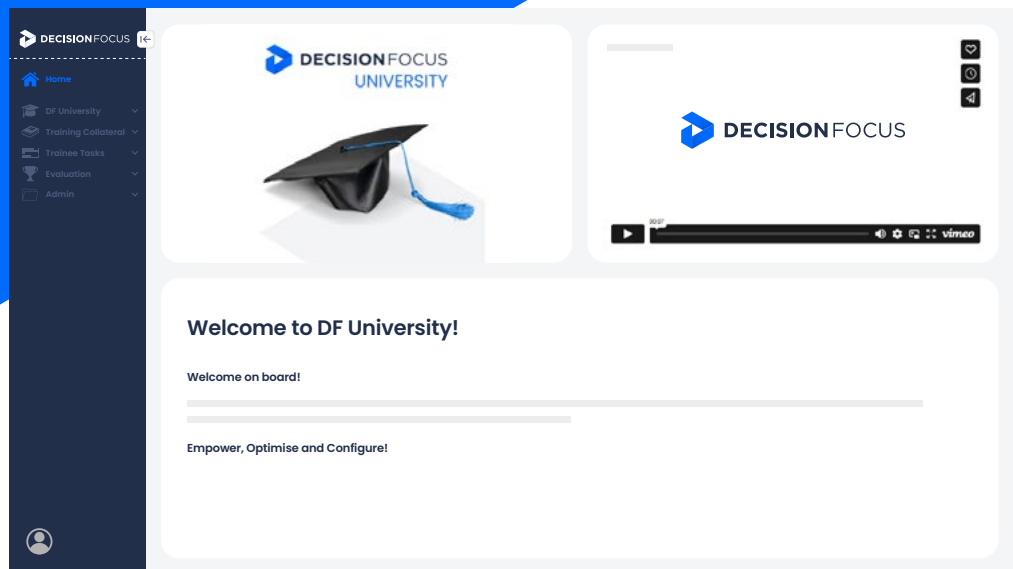
To help you achieve this, we offer comprehensive, hands-on training that deepens your understanding of the platform's architecture, workflows, and best practices. Completing the proper training before implementing solutions ensures not only ease of use but also robust, elegant, and long-lasting configurations.

Our courses are thoughtfully designed to provide structured, practical learning experiences, combining instructor-led sessions with hands-on exercises. After completing each course, you'll earn a Credly badge, showcasing your expertise and commitment to professional growth.

We're excited to be part of your learning journey—let's get started!

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Framework for DF University Courses

Our Approach

At DF University, we are committed to providing a dynamic and engaging learning experience that empowers you to master Workspace Designer concepts efficiently and effectively. Our training program is designed to ensure hands-on, practical learning while offering the flexibility to suit your pace and needs.

- **Hands-On Learning** – Our courses are immersive, blending **instructor-led training** with practical exercises to help you apply concepts directly within your own system

- **Flexible Learning Paths** – Choose from **individual, bite-sized modules** or **comprehensive programs** covering full **Workspace Designer** courses, allowing you to learn at your own pace.

- **Proven Learning Techniques** – We incorporate **VAK (Visual, Auditory, Kinaesthetic) learning styles** and structure sessions using **Bloom's Taxonomy** to ensure deep comprehension.

- **Real-World Application** – After each session, you'll complete **guided exercises** based on platform configurations or presentations, reinforcing key takeaways. Your **Instructor** will review your work and provide feedback to support your progress.

- **Certification & Recognition** – Successfully completing a course earns you a **Credly badge**, a mark of achievement that reflects the depth and value of your training.

Our Core Values

- **Empowerment Through Knowledge** – Providing adaptable, innovative learning experiences tailored to your needs.

- **Collaboration & Partnership** – Building strong relationships and working together to create lasting value.

- **Simplicity & Clarity** – Ensuring our training is accessible, structured, and effective.

- **Continuous Improvement** – Always striving to enhance the learning experience and deliver the best outcomes for our clients.

Retainable Course Materials

After the successful completion of each course, participants will be able to retain the following materials:

- Training slides
- Video downloads
- 6 months extended access to training workspace

- Coursework material
- Instructor feedback
- Final Assessment
- Credly badge

The DF University Journey

Our commitment to your success doesn't end when the course does. We stay connected long after completion, ensuring your knowledge and skills remain up to date as you continue working with the Decision Focus platform. By keeping your expertise current, we help you maintain high-quality configurations benefiting users.

Completed Course	3 Months Early Check-in	Feature Bulletin	Feature Bulletin	12 Months Refresher Check-in	Feature Bulletin	Feature Bulletin	Feature Bulletin	24 Months Recertification
0	3	6	9	12	15	18	21	24

Months

With **DF University**, you gain the skills, confidence, and expertise to **maximise the potential** of the Decision Focus platform.

Let's build smarter solutions—together

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Fundamental Workspace Designer Training

- Instructor-led training:
  2-3 hours per session

- Coursework:
  3-5 hours per session

- Total course time:
  30 hours

Specification

This fundamental training is the essential starting point for mastering the Decision Focus platform. Participants will gain a solid foundation in the platform's core components, structures, and roles, understanding the key building blocks that make up Decision Focus.

Upon completing this course, you will be able to perform a wide range of basic configurations and tasks within the platform. This training is the cornerstone for developing proficiency in Decision Focus's no-code capabilities, and all subsequent courses build upon the knowledge gained here.

The training consists of five instructor-led sessions, complemented by coursework requiring 3 to 5 hours per session. The instructor will review and assess the coursework, providing personalised feedback to highlight areas for improvement, ensuring you achieve the best possible learning outcome.

Sessions	Overview
Session 1	Components Overview
Session 2	Forms, Fields, and Menus
Session 3	Views and Dashboards
Session 4	Complex Fields
Session 5	Roles, Menus, Views Refresher and Notifications

Key Outcomes

- Identify the different building blocks of Decision Focus

- Define the term form and fields

- Describe which components link together

- Explain how to create a user and members

- Suggest and justify which type of access should be used

- Describe different types of fields

- Explain how to create a menu

- Suggest and justify which type of fields should be used

- Describe where views are used

- Explain the reasons for optimising views

- Suggest and justify when each view should be used

- Design and create dashboards

- Describe the uses of the different types of fields (complex)

- Suggest and justify which type of fields should be used

- Design and create notifications

Intermediate Workspace Designer Training

- Instructor-led training:
  2 hours per session

- Coursework:
  3-5 hours per session

- Total course time:
  18 hours

Specification

The Intermediate Workspace Designer Training is the second course in our series, designed to help participants master field logic and views within the Decision Focus platform. This course delves into the crucial aspects of when and why field logic rules should run and how to design functional, effective rules for specific requirements.

Trainees will explore the different triggers for field logic, understanding the conditions under which rules are activated, and how to configure them for optimal performance. Additionally, the course provides an in-depth look at the various admin menus, their purposes, and how to navigate them to manage your workspace effectively.

A key component of the course is learning how to leverage variable views to customise the user experience based on specific needs, ensuring that the correct information is presented to the right users at the right time. Participants will also gain valuable insights into member-related views, which enable tailored, user-specific experiences within the platform.

The course culminates with guidance on designing record dashboards, empowering trainees to manage and display data efficiently, and providing users with a clear and intuitive interface to interact with records and information. By the end of this training, participants will be equipped to create dynamic and well-structured workspaces that enhance usability and streamline processes.

(*Sessions 1-5 are pre-requisites for the Intermediate Workspace Designer Training)

Sessions	Overview
Session 6	Field Logic Fundamentals
Session 7	Workspace Admin Menus and Advanced Dashboards
Session 8	Advanced Field Logic and Reporting

Key Outcomes

- Define when field logic rules will and will not run

- Explain when and the reasons for different field logic triggers

- Suggest and justify requirements which could be addressed with Field Logic

- Design and create a set of functional Field Logic rules

- Define what each admin menu is used for

- Explain when and the reasons for using variable views

- Suggest for what sort of requirements member-related views would be suitable

- Design a record dashboard

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Full Workspace Designer Training

Specification

The Full Workspace Designer Training is an advanced course that focuses on automating and optimising workflows within the Decision Focus platform. This course takes a deeper dive into automation, teaching trainees how to automatically update records, implement automation templates, and use bots to address specific, complex requirements. These tools are essential for streamlining tasks and ensuring efficiency across processes.

Participants will also explore the API in this course, gaining an understanding of how to use it for integrations with other systems, expanding the platform's capabilities, and automating data flows between systems. Additionally, the course will cover data snapshots—what they are, how they can be captured, and how they can be utilized to create historical data backups or enhance reporting capabilities.

Trainees will have the opportunity to apply their knowledge in hands-on scenarios, troubleshooting and solving real-world challenges that arise within the workspace. This practical experience ensures that participants not only understand the theory behind the advanced techniques but also know how to apply them effectively in everyday use cases.

By the end of the course, participants will be fully equipped to implement advanced workflow automation, utilize the API for integration, leverage data snapshots, and apply their skills to solve complex issues within the platform, driving greater efficiency and performance.

(*Sessions 1-8 are pre-requisites for the Full Workspace Designer Training)

Sessions	Overview
Session 9	Automations, Bots and Schedules
Session 10	API
Session 11	Snapshots

Key Outcomes

- Define the different ways to automatically update records

- Suggest and justify requirements which could be addressed with Automations or Bots

- Apply an automation template in use

- Describe how the open API can be used

- Define what a data snapshot is and used for

- Apply your knowledge to find resolutions

Advanced Super User Training

- Instructor-led training:
  2 hours per session

- Coursework:
  3-5 hours per session

- Total course time:
  18 hours

Specification

The Advanced Super User Training is designed for those looking to master complex workspace functionality and customization within the Decision Focus platform. This course dives deep into advanced features and capabilities, equipping trainees with the skills to optimize and tailor the workspace to meet specific business needs.

Participants will learn how to use powerful tools like Create and Link and Surveys effectively, streamlining workflows and improving data collection. The course also covers how to define global forms and fields, ensuring consistency and efficiency across the workspace. Understanding the role of environmental settings in system configuration is another key component, as it helps ensure that the workspace is properly aligned with the broader system architecture and operational requirements.

Additionally, the course teaches participants how to create and optimize templates and views to deliver a more efficient and personalized workspace experience. By mastering these advanced features, trainees will be able to enhance the usability and flexibility of the workspace, tailoring it to meet both individual user needs and organizational goals.

By the end of the course, trainees will be equipped with the knowledge and skills necessary to handle complex customizations, configure advanced system settings, and optimize templates and views, ultimately improving the workspace experience for end users.

(*Sessions 1-11 are pre-requisites for the Advanced Super User Training)

Sessions	Overview
Session 12	Global Fields and Forms
Session 13	Environmental Settings
Session 14	Templated Reports

Key Outcomes

- Explain where Create and Link or the Survey feature could be utilised

- Define the global forms and fields

- Describe the use of the environmental settings and where this needs to be used

- Demonstrate how to create a template using a template and optimising views

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Commercials

Courses are run for a maximum of three participants, with all participants included in the price.

Course	Course Sessions	Price
Fundamental Workspace Designer	5	£7,500.00
Intermediate Workspace Designer	3	£5,250.00
Full Workspace Designer	3	£5,250.00
Advanced Super User	3	£5,250.00
Fundamentals to Advanced (all courses)	14	£20,000.00
Additional Users		£1,500.00
Recertification (every 2 years)		£2,500.00
Refresher Check-in		Included
Tailored Courses		Please contact us

Refresher Check-In

The annual Refresher Check-In is a complimentary 3-hour online session designed to help participants keep their Decision Focus skills sharp. This optional session ensures users stay updated on the latest features, enhancements, and best practices, enabling them to maximize the platform's value.

Decision Focus will send participants a reminder along with a list of available session dates, allowing them to choose a time that best fits their schedule.

Recertification

Recertification is required every 2 years to ensure that certified Decision Focus configuration users are up to date with the latest platform updates, features, and best practices. This process helps ensure that users maintain the highest quality of configuration skills and continue to leverage the platform effectively.

Recertification is tailored based on previously completed training and is available for £2,500.00, covering up to 3 users.

Decision Focus will send a recertification reminder 6 months before the certification expiry, allowing ample time for users to arrange their recertification and stay current with the evolving platform.

Feature Bulletins

Each course participant can subscribe to quarterly feature bulletins. The bulletins will ensure that individuals are updated about new features and functionality as they are released to the platform.

Embedding innovation through agile GRC

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