



**Providing Professional Training and Consulting Service Resources in the fields of Information Technology, Professional Development Skills, etc.**

# **Company Prospectus**



**Revised: July 2024**



## **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, Network 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 and Non-Certified Courses
- Citrix Certified Courses
- CompTIA (A+, Network+, Security+, CASP, HIT, etc.)
- Programming Courses (Java, Python, PHP, etc.)
- Microsoft Certified and Non-Certified Courses
- Network Security Courses (CISA, CISM, CISSP, CEH, CHFI, RMF, etc.)

We additionally support requests in a wide area of technology training and consulting needs including C/C++, C#, Crystal Reports, IBM Technologies, Java, Python, Linux, Portal, PowerBuilder, Security Certified Program, and SolidWorks 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 (PMP), ITIL, Agile, Scrum, Team Building, Leadership Training, Executive Coaching, Sales Training, Project Rollouts, Negotiation Workshops, etc.

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



## Our Fundamental Principles

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

**1. Quality Instructors/Consultants.** We are affiliated with thousands of 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.** TTI has supported hundreds of training days each month for our valuable clients. 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 available to our International Clients. This pool is particularly strong in the UK, Germany, and India. We also have trainers who are competent in many languages.



## **Corporate Biographical Information**

### **Richard Drehoff**

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.

[rdrehoff@technotraining.net](mailto:rdrehoff@technotraining.net)

### **John Nogosek**

Vice-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 since the founding of the company in 1999. 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.

[jnogosek@technotraining.net](mailto:jnogosek@technotraining.net)

### **John Lipscomb**

Business Development Manager, whose primary focus is to work with both corporate and governmental accounts in satisfying their on-going employee training needs. John has over 30 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.

[jlipscomb@technotraining.net](mailto:jlipscomb@technotraining.net)

### **Michele Simmons**

Technical Training Manager, manages multiple corporate accounts, focusing on providing each client with the best solution for their needs. She graduated from Virginia Tech with a double Major in Finance and Management. Michele currently resides in Greenville, NC. She enjoys spending her down time on the beach or on the boat.

[msimmons@technotraining.net](mailto:msimmons@technotraining.net)

### **Del Weatherhead**

Contract Sales Representative. Del has many years of experience in both business and retail ranging from managing to ownership. She has managed to excel in whatever endeavor is required in order to complete the job. Whether it be creating new accounts, sourcing the right people for the position, or serving customer's needs, she puts all her efforts into the task. Her goals are to make things work with all involved in agreement of both the process and the outcome. The long-term outlook for both the company and the clients are the main objectives of building a long term profitable and mutually satisfying relationship. She and her family reside in Ontario, Canada.

[dweatherhead@technotraining.net](mailto:dweatherhead@technotraining.net)



### **Kathy Hyyppa**

Manages the Company's accounting department, and is responsible for the preparation of company's financial reports, as well as payroll, accounts payables and receivables. She holds an undergraduate degree from James Madison University with an emphasis in Business Administration. Kathy spent the first ten years of her career working in the D.C area in Contracts Administration and Accounting with several Government Contracting companies. Having also run her own business in Colorado for a number of years, Kathy has a wealth of accounting knowledge and experience.

[khyyppa@technotraining.net](mailto:khyyppa@technotraining.net)

### **Leslie Drehoff**

Works in the Company's account payable and receivables department. She holds a Bachelor of Arts degree from Randolph Macon College and has been with the company since its inception in 1999. In her spare time, she enjoys spending time with her husband, Rich, and their three sons.

[ldrehoff@technotraining.net](mailto:ldrehoff@technotraining.net)

### **Anthony Jannone**

Manages the network and provides security and technical services for the company's network. He is constantly learning about the latest problems and is proactive in countering them. Anthony graduated from Centura College with an Associate's degree in Computer Network Management with plans to further education, as well as a lifetime of experience with computer technology. Anthony enjoys cooking and home improvement projects as well as other hobbies that involve electronics.

[ajannone@technotraining.net](mailto:ajannone@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 throughout the country. Generally, our instructors have a four-year college degree with a minimum of five years of training and practical experience.

## **Corporate Headquarters:**

TechnoTraining, Inc.  
328 Office Square Ln Ste 202  
Virginia Beach, Virginia 23462

### **Principals:**

John Nogosek & Richard Drehoff (partners)

### **Socio-Economic Status:**

CVE Certified Veteran Owned Small Business (VOSB)

### **State and Year of Incorporation:**

TechnoTraining, Inc. - Virginia, April 1999

### **Website:**

[www.technotraining.net](http://www.technotraining.net)

**TIN:** 54-1927456

**DUNS:** 13-782-5811

**NAICS Codes supported:** 611410, 611420, 611430

**Cage Code:** 1USY7

**Virginia SWaM #:** 67514



The following is a partial list of training topics that TechnoTraining, Inc. has either supported or has had available over the years. If your subject is not listed, please call/email as we constantly add new products and training resources to our listing:

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## **Technology and IT Subjects**

### **ACT!**

#### **Adobe/Macromedia:**

- Acrobat
- AfterEffects
- Captivate
- Cold Fusion
- Dreamweaver
- Flash
- FrameMaker
- Freehand
- Illustrator
- InDesign
- Pagemaker
- Photoshop
- Premiere
- Apple:
- Appleworks
- ClarisWorks
- Filemaker,
- MacIntosh OS
- OS X

#### **AutoCAD**

#### **AWS**

#### **Certified Internet Web Master (CIW)**

#### **Checkpoint**

#### **CISA**

#### **Cisco:**

- ICND 1
- ICND 2
- CCNA
- CCENT
- IINS 2
- Firewall
- Switch
- Route
- CVOICE

#### **CISM**

#### **Citrix**

#### **Client Server Overview**

#### **CWNP**

#### **CompTIA:**

- A+
- CTT+
- CDIA+
- Cloud+
- Cloud Essentials
- CSA+

- IT Fundamentals
- Linux+
- Mobility+
- Network+
- Project+
- Security+
- Server+
- Social Media Security
- Healthcare IT Technician (HIT)
- CASP

#### **COBRA (Common Object Request Broker Architecture)**

#### **Corel:**

- CorelDraw
- PaintShop
- QuatroPro
- WordPerfect

#### **CRM**

#### **Crystal Reports**

#### **Computer Security Incident Handler (CSIH)**

#### **Security Incident Response Team (CSIRT)**

#### **Database Administration**

#### **Defense Messaging System (DMS)**

#### **Dell**

#### **Docker**

#### **EC-Council:**

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

#### **Expense Link**

#### **Goldmine CRM**

#### **Google**

#### **Graphic Design**

#### **GUI Design**

#### **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, Domino, Notes, SmartSuite)
- Rational
- SameTime
- SPSS
- SunJAVA
- UNIX
- VisualAge Java
- WebSphere

## **IManage**

### **Intuit:**

- QuickBooks
- Quicken

### **(ISC)?:**

- CAP
- CCFP
- CCSP
- CISSP
- CSSLP
- HCISPP
- SSCP

## **ITIL**

### **IT Service Management**

### **IT Policy and Governance**

### **Juniper Networks**

### **Linux**

### **Nutanix**

### **Managing Remote Teams**

### **Mirantis**

### **Microsoft**

- .NET
- Active Directory Services
- Active Server Pages (ASP)
- Azure
- BizTalk
- Dynamics
- Exchange
- Internet Information Services
- MCDST
- MCP, MCP+ Internet MCSA
- MCITP
- MCSD
- MCSE
- Microsoft System Management Server
- Migrations (e.g. Windows 7 to Windows 10 to Windows 11, Server 2022, Azure, Cloud, etc.)
- Office 2019, 2022, 365
- Project
- Publisher

- Server
- SharePoint
- SQL Server
- TCP/IP
- Visio
- Visual C++
- Visual InterDev
- Windows Desktop Apps

## **Mini MBA**

### **Multimedia Development**

### **Networking and Wireless**

### **Nutanix**

### **Oracle:**

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

## **Organizer**

### **Programming Languages:**

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

## **Q-Das**

### **QuarkXPress**

### **PeopleSoft**

### **SAP**

### **Security Certified Programs**

### **SolidWorks**

### **Storage**

### **Train the Trainer**

### **VMware**

### **Web Browser**

### **Web Design**

### **Web Development**

### **Web Graphics**

### **Web Site Maintenance**

### **Web Technologies Overview**



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## **Professional Development Soft Skill**

### **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**

#### **Image Consulting**

#### **Language:**

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

#### **Leadership Communication Styles**

#### **Mini MBA Program**

#### **Negotiation Skills**

#### **Presentation Skills:**

- Advanced
- Workshop
- Bullet Proof Executive Presentations

#### **Project Management:**

- PMP Certification Prep
- Fundamentals

#### **Rollouts**

#### **Sales Training**

#### **Six Sigma/Lean Six Sigma**

#### **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

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## **Industrial and Mechanical Subjects**

### **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®
- 2023 National Electrical Code®
- Arc Flash Protection & Electrical Safety 70E
- Arc Flash Protection & Electrical Safety NFPA 70E - 2 Day

- Arc Flash Protection & Electrical Safety NFPA 70E - 3 Day
- ATMT Electrical Safety Certification™
- Basic Electricity for the Non-Electrician
- 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
- ePlan
- 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
- PLC Programming & Applications - 2 Day "Hands-On"
- PLC Workshop - From Introduction to Application - 4 Day "Hands-On"
- 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
- Wiring and Troubleshooting Residential Electrical Systems

### **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

### **Facility and 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
- Predictive Maintenance and Condition Monitoring
- Total Productive Maintenance (TPM) & 5S

### **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

### **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
- Pump Repair & Maintenance
- Pumps & Pump Systems
- Steam Systems Maintenance, Safety & Optimization™
- Troubleshooting Mechanical Drive Systems & Rotating Equipment
- Bid Management
- Facility Inspection
- AHERA
- LBP HUD
- Project Coordination

### **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

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This is an ever-changing list of training topics. If you do not see something that you are looking for, please let us know and we would be happy to research it for you. Besides...

***Client training needs are our only real source of Passion, Focus, and Direction!  
How can we be of service?***

