

Workiva 101: Beyond the Basics

Master Workiva through
hands-on practice



Have you taken Workiva's basic training, but still feel ill-equipped to make use of its total functionality? Do you struggle to stay abreast of its newly updated features? Or are you strictly a Workiva beginner?

In this intensive eight-hour course taught over two days, our Workiva-certified experts will:

- Provide comprehensive, up-to-date **instruction** in features most useful to you
- **Demonstrate** advanced tips, tricks, and best practices
- Observe as **you** practice and **apply skills** on screen in a safe workspace
- Offer real-time **guidance** along the way

Designed for Success

Workiva 101 was thoughtfully developed and optimized for the public sector by CPAs for CPAs. So, you'll come away with a more advanced understanding and practical mastery of this valuable software.

Forward Thinking

Workiva 101 is more than just skills training. Your experienced instructor will help you **think differently** about your approach to work. You'll learn the immeasurable value of replacing archaic (but comfortable) practices with a smarter (but different) tack.

We'll cover:

- ✓ Setup and user interface navigation
- ✓ Understanding platform components
- ✓ Query and table creation
- ✓ File creation and linking
- ✓ Spreadsheets and formula writing
- ✓ Working with documents
- ✓ Presentation and troubleshooting

Gain the competence and confidence to take your financial reporting to the next level.
Register for Workiva 101: Beyond the Basics at: www.fhblackinc.com/professional-development.

Why Choose Us?

Public sector process improvement is all we do.

Our expertise and experience in public-sector finance, budgets, and internal auditing is unmatched. While our competitors provide a wide array of services for a variety of industries, our sole focus is improving and automating business processes for people just like you.

We bring all the expertise of a large consultancy, with the specialized attention of a boutique firm.

When we say we put our clients first, we mean it. Our 99.8% client-retention rate reflects that commitment. Your dedicated FHB team of CPAs, programmers, graphic designers, and project managers will bring the right skills, tools, experience, and time to ensure your project's sustained success.

"[FHB Director of Solutions Design & Architecture Darryl Parker, CPA] gave great training to the entire team and answered all kinds of questions for basic users."



Dongmei Li, CPA, CPFO
Deputy Controller at Chicago Public Schools

"The training and support given by F. H. Black will be a godsend for my staff when I retire. I know they will be in good hands with Jamie and Darryl helping them when they need it."



Karen Simpson
Finance Director at City of Palmetto, Florida

You can count on an unbiased software recommendation.

FHB does not accept any referral fees or commission from software companies. We invest heavily in research and testing of leading industry tools. Once we've assessed your unique needs, we'll recommend the best solution available to meet them.

We help overworked teams get their lives back.

Our process improvements can eliminate 50-75% of your organization's low-value, manual work—giving your staff the precious gift of time and putting work-life balance within reach.

"Joy was great. She kept us on task. She always answered our questions ... even some of the stuff if we'd done it before ... she still went back over it again, just to make sure we understood."



Shannon Phillips,
Budget and Financial Analyst at City of Irving, Texas

Our Team + Our Experience = Our Results

- CPAs and technology experts
- Budget book, ACFR, and CANFR award reviewers
- Across every time zone in the US and Canada

- 50+ yrs in public sector finance
- 80 yrs in public sector auditing
- 100+ yrs in IT consulting
- 30+ yrs developing custom solutions

- 700+ satisfied clients
- 1,000+ CPA-led projects
- 99.8% client retention



Contact us today to discuss your needs and how we can help!