

TLC News

News & Notes from Training for Learning Co

July 2009

PROFESSIONAL DEVELOPMENT



We will be hosting a series of Professional Development meetings at our Hutt Street premises. The first session will be a light breakfast event:

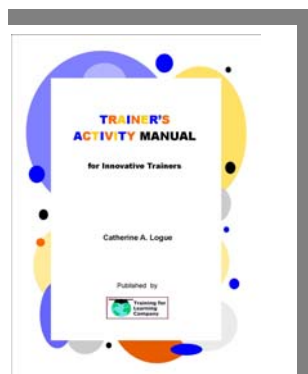
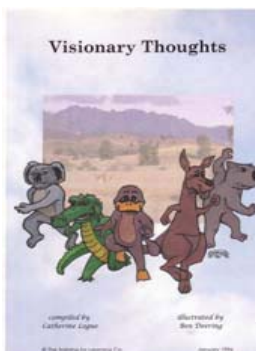
Date: Friday 21st August 2009
Time: 7.30 a.m.
Speaker: Gair Bethley - Training Manager of Adelaide Convention Centre
Cost: \$20

This is a perfect way to network with other trainers and professionals. Please contact Sue at our offices on to book your seat.

TRAINING RESOURCES

We have numerous training resources available that can assist you in making your training more interactive. We have scented sketch markers that will meet the needs of your kinesthetic learners. We also have a Trainers Activity Manual available that can give you ideas as to some of the games that are available to heighten your creativity as a trainer.

We can also put together a trainer's kit for you that is loaded with goodies for an innovative session. Annexed to this newsletter is a flyer detailing our resources.



INTERVIEW TECHNIQUES

Interview techniques have changed considerably over the years and there is a move away from asking the typical "So what are your strengths and weaknesses?" to behavioral type questions. Your answers enable employees to ascertain how you handled a situation in the past, which gives them an indication of your possible future interactions in a similar situation.

We offer Interview Skills Training and have booklets available which will assist you with future interviews.

Phone Kay on 82270310 for an appointment to improve your Interview skills or to purchase a booklet, which will give you some valuable information as to how to handle difficult interviews.

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WORKSHOPS COMING UP

BOOK NOW!

Course	Date
Diploma in Training & Assessment	Every month
Cert IV Training & Assessment Workshop 1	24th-28th Aug
Cert IV Training & Assessment Workshop 2	27th -31st July
Cert IV Training & Assessment Workshop 3	10th-14th Aug
Cert IV Training & Assessment Evening Part-Time	Ongoing
Cert IV Training & Assessment Correspondence	Ongoing
Negotiation Skills Time Management Conflict Resolution Presentation Skills	As Required See website

We can offer all of our courses in-house. We can tailor make the courses to suit the needs of your organization. We offer Corporate Rates so please contact Catherine or Helene.



Enquiries about DISC training to be conducted in Adelaide in September 2009 – please call Helene or Catherine at Training for Learning Co.

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