

TLC News

News & Notes from Training for Learning Co

June 2008 Edition

Innovative Training Methods 4th July 2008

New techniques

Activities that enhance the learning environment will build the reputation of the trainer. The joy for any trainer is that of enthusiastic participants. Keeping your skills polished is essential.

Session starters can create the tone of the day for your training session. The Innovative Training Workshop in July has a segment on session starters.



- **The Name Game**
- **Rylatt's Psychic Handshake**
- **Challenging Corners**

Keeping the participants energised also challenges trainers. A range of techniques to keep the participants moving and stimulated will assist your training repertoire.

- **Cards as Cues**
- **Photos for Passion**
- **Moving Monsters**

Observing the principles of the adult psychology is essential for the trainer when summarizing the session. The techniques will assist in the transference of the learning from training room to the real workplace.

- **Airborne Application**
- **Summative Storytelling**

If you would like to book a seat on the Innovative Training Methods Workshop, give Inta a call at Training for Learning Co on Phone 08 82270310. Alternatively, you can email us on info@trainingforlearning.com

TAA Workshops

Certificate IV Training & Assessment TAA40104

Qualifications as a trainer and assessor will enhance your skills and abilities to

- deliver training
- conduct assessment
- plan and organize your resources & materials
- develop your training programs
- understand the legislative requirements

Offered as three workshops:

Workshop 1 legislation and the training environment

Workshop 2 training development and delivery

Workshop 3 plan organize & conduct assessment

Workshop 1	Workshop 2	Workshop 3
7 – 11 July	21 – 25 July	4 – 7 August
1 – 5 Sept	22 – 26 Sept	20 – 23 Oct
1 – 5 Dec	12 – 16 Jan 09	27 – 30 Jan 09

Update Workshops

Held over 4 days, for those trainers holding the old qualification BSZ98 Certificate IV in Assessment & Workplace commences July 1st.

Diploma of Training & Assessment TAA50104

Furthering your qualifications in training & development, will also broaden your knowledge and capabilities in the Training and Assessment fields.

- Learning Environment
- Training
- Assessment
- CMQ

A different unit is covered each month. The schedule of units is available from the office by phoning 08 82270310.

This program is offered part time 2 days per month commencing on July 14th 2008, over a 12 month time frame.

PROFESSIONAL DEVELOPMENT WORKSHOPS

BOOK NOW!

Small class sizes to enhance the learning process with a fully qualified trainer. Workbooks supplied and ongoing support provided after the training.

Time Management	30th July
Making the most of your time, and getting results. Identifying those tools that can give you time to achieve your goals and make time for you.	
Business Writing	27th August
Preparing letters and short reports that communicate a clear message. Explore a planning process that makes the preparation easy and tips on eliminating mistakes.	
Creative Conflict Management	24th September
Investigate your reactions to conflict, and the most effective ways to harness those skills for effective outcomes.	
Art of Delegation	29 October
Learn the process of delegating to your team, to develop business sustainability and empower the team.	
Supervision Certificate Course	7 – 11 November
The skills to supervise a team with confidence. This provides the qualification Certificate III in Frontline Management.	
Taking Minutes & Meeting Protocol	26th November
The tips in taking effective minutes and knowledge of the meeting protocols to support the process.	
Professional Telephone Techniques	10th Dec
The power of excellent telephone techniques can enhance the business image. Explore & practice the most effective approaches to telephone communication	

More details are available on the website, or phone 08 82270310 for further details and book your seats.

Digital Camera Training with



www.trainingforlearning.com

PHOTO TIPS using the flash

Even when you are outside, it can be valuable to switch on the flash when you are standing in the shade.

If you want to take a close up of your favourite boy, get rid of the baseball cap, or switch on the flash to eliminate the shadow from the brim.

The flash can be valuable in the late afternoon to see all the features.