

TLC News

News & Notes from Training for Learning Co

March 2008 Edition

2008 The Year of Wellbeing

Good health is so vital for wellbeing that the two terms are often thought of as being the same thing. The constitution of the World Health Organisation states that health is a "state of complete physical, mental and social wellbeing and not merely the absence of disease or infirmity". Therefore, being in good health can be thought of as being able to function optimally on all levels, enabling an individual to reach their full potential in life (Alpro Soya Wellbeing website 2007)

Good health is all about balance. The approach we take to develop and apply our knowledge to maintain this balance will differ for each one of us.

Consider each decision, each action has an effect on your life and that of others. It is important to get the balance right on the factors that will provide good health and wellbeing.

How do you rebalance your life?



When you need to put balance back into your life, consider some of the follow ideas to help recharge your inner being and boost your energy cycle.

- A visit to your favourite coffee place
- A chat with a friend who always makes you smile.
- A relaxing night watching your favourite movie.
- Giving yourself a little luxury.
- A holiday in your favourite place.
- A visit to your favourite shopping haunt.
- Making time to read your favourite book.
- Spending time with your furry friends.
- Materialising that dream weekend.
- My favourite memory that revitalizes the pleasure
- Spend time with a special friend.
- Are there other things you would like to do?

Ask us about our Wellbeing Presentations. Phone TLC on 08 82270310 or email info@trainingforlearning.com

When you need to ask a staff member to handle a task, do you feel...

- You may lose control of the job
- You are overloading the staff
- Do not know where to start
- The staff may make a mistakes
- It is quicker to do it yourself
- You are just too busy

This means you need to consider the

"Art of Delegation"

A mindful manager will consider several factors prior to delegating tasks to their team.



Empowering staff to undertake new tasks and added responsibility needs to be planned. You must monitor performance for best results.

- Break down and analyse the tasks
- Reduce any unnecessary activities
- Select suitably qualified staff as delegates
- Make time to coach the delegate
- Set benchmarks and time frames
- Be available for questions

At TLC, we have a half day training workshop to assist those managers and supervisors who need to delegate some of their duties.

Delegation can achieve some great success stories:

- Staff feel empowered
- The workload gets better managed

Phone TLC on 08 82270310 and book on the next program, or check the website for dates www.trainingforlearning.com

Innovative Training Methods 4th July 2008

PROFESSIONAL TRAINING MANUALS

Want to learn some new techniques?

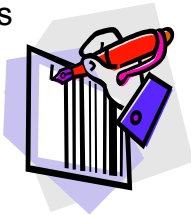
Activities that enhance the learning environment builds the reputation of the trainer. The joy for any trainer is that of enthusiastic participants. Keeping your skills polished is essential.

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

Fully prepared training manuals for the training department to take the worry out of resource development.

The kit comes with:

- ♦ Master participant handbook notes
- ♦ Trainer session plan
- ♦ Set of master slides
- ♦ Power-point presentation on CD
- ♦ Permission to copy notes

If you would some more information, give Catherine a call on Ph: 08 82270310. Trainer training workshops on the use of the training resources can be arranged. If you would tailored resources specifically for your business operation, we can assist too.

Are you preparing your timetable
for the 2nd part of 2008.

TAA Workshops in July 08

We have Certificate IV Training & Assessment workshops (1, 2 & 3) scheduled in July/August and September/October.

Certificate IV in TAA update from the old BSZ98 commences July 1st & again in December.

Diploma of Training & Assessment is scheduled 2 days per month commencing on July 14th.

Frontline Management Courses start Sept 08

Look up www.aitd.com.au

The National Conference is being held at Sydney's Technology Park on April 22nd & 23rd 2008.

This a great event for Training and HR personnel to network and improve their professional skills.