

TLC News

News & Notes from Training for Learning Co

May 2009

Leadership Training

Catherine and Alan Logue recently took a group of young people away on a leadership training school for Rotary. The one- week program covered all aspects of leadership including but not limited to Interpersonal Communication, Public Speaking, Personal Values, Ethics, Team Building, Conflict Resolution, Working with Diversity and Cultural Communication.

The experience is "life changing" for these young people. For many it is a taste of an empowered life. These are young people who come from all sectors of society, many from Sudan, Afghanistan and Australia. The lectures are undertaken by prominent business people from all sectors of business in South Australia.

The residential program is offered to youth (aged from 18-25) and the costs are incurred by Rotary International. The team leaders who provide the leadership and team support are selected from the previous years participants so they have an opportunity to sew into the lives of others.

If you have a young staff member who would benefit from participating in this program, contact Catherine on 82270310.

If you or your organization requires some in-house leadership training tailored for your needs, or a Diploma in Frontline Management, please contact our offices.

We offer a variety of subjects that can form part of a Nationally Accredited Certificate or Diploma.

[Catherine Logue or Helene Bentley on; training@trainingforlearning.com.](mailto:training@trainingforlearning.com)



CAREER SERVICE- WHAT WE OFFER?

Preparing Selection Criteria Applications:

Writing a successful application for that **new job** can be time consuming and frustrating. What you need to keep in mind is the ultimate result, getting to interview with a chance for that new job.



Some other tips for your preparation:

- ◆ Ensure you use the same wording as used in the Essential and Desired Criteria
- ◆ Ensure you answer **all the criteria**, if you miss one out, then you let yourself down
- ◆ Answer each criteria with the claim that you can perform that skill, and **provide an example** of when you have used that skill in a previous situation
- ◆ Stop worrying that the responses sound repetitive – that happens
- ◆ Keep you responses brief, don't waffle
- ◆ Endeavour to include as many of the Desired Criteria as you can
- ◆ Research the company to **understand their vision** and business policy, it can have an impact on the way you answer some of the criteria
- ◆ If you email your application, also send a hard copy, often the formatting is lost on the email, and you have no idea how your application presents at the other end
- ◆ **Send it in by the due date**

- ◆ Allow a week to prepare and do some each night, don't leave it till the last minute, Selection Criteria applications do take a long time to complete

Our Career Series Booklets

The series of 4 booklets covering the topics;

- **Job Interviews**
- **Developing your Resume**
- **Writing Application Letters**
- **Preparing your Profile folder**



These booklets have been written for the school leaver who is embarking on their first step in their professional career. The booklets include examples and ideas that assist the reader to make their move stand out from the crowd.

In the booklet, "Developing your Resume" there is a template to assist in the construction of a resume from scratch. Some vital tips to make the resume a easy-to-read document for the employer, and ensure that the applicant is considered as a potential candidate for the job role.

For those busy people, who need to update or develop a resume and would like some personalised professional assistance, TLC offers a Career Support Service.

Phone Kay on 82270310 for an appointment. She will allow time to gather your details and target your desired area of interest in the development of your resume.

TIPS FOR TRAINING CONSULTANTS

Consultancy can be a rewarding business venture, however it takes stamina, discipline and effective planning. Success in any business requires you to be diverse and make the most of the opportunities as they are presented to you.

In my hours of reading and study on small business, each industry has its own unique quirks unlike any other business. The training industry is one such profession.

Constant change, on-going updates of information from a multitude of fields and a profession which is still relatively unknown to many, are familiar comments from training people.

Tips to help manage the pace & load:

1. Use a planner in your diary for quick identification of availability
2. Colour code recording on the planner for easy identification
3. Mobile phone with voice mail
4. Email and fax facilities to ensure you can be reached out of hours & have access to information as required
5. Daily follow up of phone, fax & email messages
6. Make the most of the opportunities to meet new people & prospects
7. Prepare a training kit, which is always stocked and ready to go!
8. Build your personal file of unique exercises and activities, which become your trade mark.
9. Be prepared to spend money on your own personal development to keep up to date & informed of new concepts and methodologies.
10. Don't be late for appointments.
11. Build up networks.



BOOK NOW!

Course	Date
Diploma in Training & Assessment	Every month
Cert IV Training & Assessment Workshop 3	1st-4th June 10th-13th Aug
Cert IV Training & Assessment Workshop 1	24th-28th Aug 26th-30th Oct
Cert IV Training & Assessment Workshop 2	27th-31st July 28th Sep-2nd Oct
See timetable for short courses	

WINTER SPECIAL – Contact us for details on your specials and discounted rates on full day and half day sessions.

training@trainingforlearning.com or 08 8227 0310.