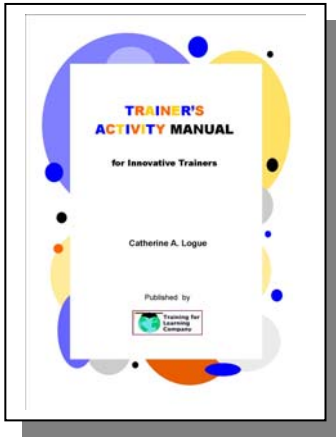


TLC News

News & Notes from Training for Learning Co

September 2009

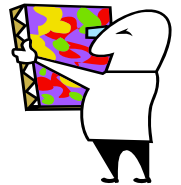


Innovative Training Methods 8th December 2009

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.



Catherine has published her Trainer's Activity Manual this year.

The activities are written so that the new trainer can follow the procedures, and for those experienced trainers who are particularly creative, there is a section which offers alternative uses.

Catherine has also invited those trainers with new and exciting games to share with her. Her goal for 2010 is to create a second text with innovative trainers wanting to be acknowledged to be included in the manual.

Copies of the manual are available from TLC @ \$39.95, so just phone on 08 82270310 or email catherine@trainingforlearning.com and order your copy.

Consider this for your next training session:

Discussion starter:

Select a key topic or relevant story from the newspaper or trade magazine.

Ask the 'buzz' group to discuss the ideas and select key points to present back to the whole group



Topical Event

- ✚ 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 us 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

| <i>Workshop 1</i> | <i>Workshop 2</i> | <i>Workshop 3</i> |
|-------------------|-------------------|----------------------------------|
| 26 – 30 Oct 2009 | 28 – 2 Oct 2009 | 12 – 16 Oct 2009 |
| 8 – 12 Feb 2010 | 11 – 15 Jan 2010 | 27 -29 Jan + 5 th Feb |





A correspondence course is available. Please enquire if you are interested.

Update Workshops

If you need to update from BSZ40198 to the Certificate IV in Training & Assessment TAA40104 You could attend Workshop 1 on 26th – 30th Oct 09.

Diploma of Training & Assessment TAA50104

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

-  Learning Environment
-  Training
-  Assessment
-  CMQ

A different unit is covered each month. The schedule of units is available from the office by phoning 82270310. Your assignments are treated as workplace projects

This program is offered part time 2 days per month (Mondays) and you can join any month. Please contact us for further detail.

Improving your Business Writing Skills

TRY THE FOLLOWING EXERCISE!

The old outback hut is a very unique attraction, and it's former history is extremely fascinating.

In my personal opinion a driving test is an essential condition before the employment of Mr Adelaide.

The final outcome, as the end result, of the meeting was the introduction of new amended and adjusted safety procedures.

How did you go? Want to make some changes to those sentences? I hope so.

These are some of the examples used in the ½ day program on Business Writing Essentials which covers:

Tautology and Redundancy

Tautology is repeating yourself by using words and phrases in the same expression or sentence that mean the same thing. These additional words and phrases are unnecessary, although parents often use repetition to reinforce the message.

Training for Learning Co runs a range of Business topics to improve communication. If there are any topics below that would be beneficial in your business, consider offering the session in-house as your next professional development workshop.

- Emotionally Intelligent Managers
- Creative Conflict Management
- Strategic Thinking & Planning
- Writing Effective Business Plans
- Speaking to Groups
- Presentation Techniques for Speakers
- Time Management
- Plan & Manage Meetings
- Business Writing
- Report Writing
- Communicating in the Workplace
- The Indispensable Assistant
- Telephone Techniques
- Taking Minutes

Email Catherine@trainingforlearning.com