

TLC News

News & Notes from Training for Learning Co
February 2009

Innovative Training Methods 18th February

Changing Economic Times- How will it affect me?

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 us a call at Training for Learning Co on Phone 08 82270310. Alternatively, you can email us on info@trainingforlearning.com

With the world in the throws of an economic meltdown, it is natural that you may be fearful and insecure in terms of job losses. This is not the time to sit back and waste nervous energy. It is imperative that you keep yourself *current*. Your skills and willingness to learn will hold you in good stead and ensure that you remain employable.

With the information and knowledge revolution that confronts us today, you cannot afford not to embrace it. You need to continue learning. If you have a qualification, build on it. If you have not studied in some time, the new approach to adult learning makes it easy for everyone. The new style of assessment and evaluation means that you are no longer faced with a pass or fail scenario. You will be deemed "competent" or "not yet competent". This means that if you don't master a particular module, you do not have to repeat the whole course but can redo the section that you had difficulty with. This makes learning a lot less daunting.

With new innovative learning techniques, adult learning is fun. A good trainer will utilize methods and activities to stimulate learning. The learner will be engaged and not realize that learning is actually taking place in a seemingly "relaxed" and "fun" environment.

We are offering a range of certificate and diploma courses as well as a host of one-day workshops. You can obtain recognition for these one-day courses and they can be taken into account as a credit toward our diploma in Frontline Management. Please view our website www.trainingforlearning.com or give us a call.



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
9 TH -13 TH Feb	23 rd - 27 th March	6 th -9 th April
4 th -8 th May	18 th - 22 nd May	1 st -4 th June

There is also a part-time evening course available. Starts 7th April 09. Book now.

A correspondence course will be available soon. Please enquire if you are interested.

Update Workshops

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

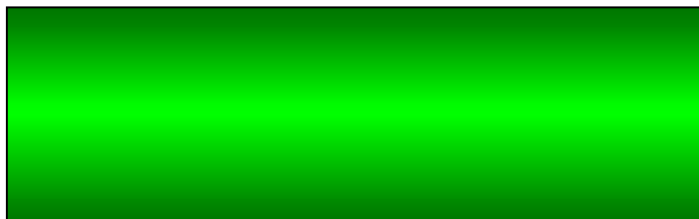
Diploma of Training & Assessment TAA50104

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 in March 09. Please contact us for further detail.



BOOK NOW!

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

Customer Relationships	19th February
A workshop in providing service to enhance your customer relationships and build your client base.	
Business Writing	12th March
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	23rd April
Investigate your reactions to conflict, and the most effective ways to harness those skills for effective outcomes.	
Revitalising the Soul in your management Style	30th April
Learn the process of delegating to your team, to develop business sustainability and empower the team.	
Planning and Organising your Business Approach	21 May
The skills to supervise a team with confidence. This provides the qualification Certificate III in Frontline Management.	
The Art of Effective Negotiation	18th June
Develop tactics and strategies to negotiate in business and achieve profitable outcomes	
Tailor Made Courses	What does your Organization require?
Let us know what you need! We can tailor make a course to suit your organizations need and run an in house course.	

