



## Leadership Training in Montreal

Catherine Logue conducted experiential leadership training in Montreal Canada in June 2010.

As a member of the International Team, Catherine worked with 120 young leaders from around the globe.

During the program, issues including team work, leadership within their culture and community focused events were explored .

"The richness of the cultural diversity was just amazing, and everyone was keen to learn from their colleagues" said Catherine Logue.

"My greatest thrill was the team with whom I worked closely have chosen to implement a literacy project from around the globe" commented Catherine.

## PREPARATION IS KEY TO YOUR "BEST" PRESENTATION

Have you ever experienced that moment, following your presentation when you comment to yourself? ' If I had used that set of graphics, or I had just compiled that reference list, it would have made all the difference.'

Often it is the simple steps in the preparation process that we overlook. Having a formula to work to means we do not forget about those extra items that make the difference.

Remember it is essential to develop an 'objective(s)' for every presentation. Ask yourself 'what is it they need to know when they leave my session?'

Just like the essay you were asked to write, every presentation needs:

An introduction, a middle & an end  
TLC conducts a two day workshop on planning and delivering your powerful presentation. This forms one of the topics in the Cert IV in Frontline Mgt.

### Programs in 2010

- Certificate IV in TAA recommences 25<sup>th</sup> July
- Diploma of TAA  
2 Mondays a month recommence August
- Certificate IV in Frontline Management  
One Friday per month

Full timetable on website  
[www.trainingforlearning.com](http://www.trainingforlearning.com)

**A "Can do" attitude  
is contagious  
– is yours?"**



Rotary's RYLA Residential conducted in April for potential leaders.

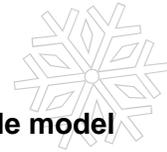
Event Team leaders completed their Certificate IV in TAA with TLC in 2009/2010.

RYLA means Rotary Youth Leadership Awards



Team building activities at the Rotary Leadership Residential in Piccadilly.

## Growing Great Team Members



### Be a role model

What you team members see you do, is the benchmark for their behaviour. The way you speak, the way you act, the way you dress and how you deal with conflict all impact on their perception of professional behaviour. Each team member will decide whether to follow you or just obey you.

TLC runs Leadership training & business management workshops for managers and owners. Often just attending a workshop gets the mind focussed and helps put the actions plans in place. Ask about the tailored programs available for your business.

While technology has opened up new possibilities, people remain the most important link between an organisation and its customers.

The role in delivering top quality service is crucial to relationship management.

The major factors are:

- knowing the individual
- understand their needs & expectations
- identifying your business needs & expectations
- clarifying the job role and benchmarks
- monitoring the performance
- identify areas for improvement

## Using Case Studies in Training

In scholarly circles, case studies are frequently discussed within the context of qualitative research and naturalistic inquiry.

During the 1950s the dawning of a new era in case study research, namely that of the utilization of the case study as a teaching method was introduced.

The basic purpose of instituting the case method as a teaching strategy was "to transfer much of the responsibility for learning from the teacher on to the student, whose role, as a result, shifts away from passive absorption toward active construction" (Boehrer 1990).

In the new program "Case Studies and Games for Experiential Learning", participants explore the various approaches to using case studies and making the application of the learning realistic for their workplace.

Catherine has been utilizing case studies in her training programs for many years. "It is always valuable to share the stories with the participants, and offer them the opportunity to apply their skills and knowledge to resolve the situation" says Catherine. "this is where much of the learning occurs."

This program commences in September in Adelaide. If you would like this program offered in your business, phone the office and ask when TLC will be in your region.



### Innovative Training Methods



### Interested in Up-skilling

We have a complete list of our Business Workshops on our website:

[www.trainingforlearning.com](http://www.trainingforlearning.com)

### Need Coaching for any individual staff members?

We have an excellent consultant who can work with your team members, or you, to assist with your personal and professional development. Send us an email and we can have Rod call you and talk through the service.

[info@trainingforlearning.com](mailto:info@trainingforlearning.com)

Remember @ TLC we develop & customise

Resumes

Applications

for our clients

Call Kay 82270310

## MBTI Profiles assisting Business Communication

TLC can offer MBTI profiles.

This can be handled one to one or in a team environment.

In April Catherine worked with a team of area school administrators, working on their skills and abilities to communicate across the generational divide.

The MBTI debrief was delivered through a series of cartoons in a light hearted approach enabling everyone to gain an insight into other team member's views & ideas.

### Promoting your Training

Hutt St Photos have just released a range of promotional lines to assist training organizations promote their business.

Carry bags for students

Calendars for clients

Mugs for the training venue

Mouse mats for clients

Jigsaws for training activities

Posters for your walls

Phone Alan on 82324411 and ask for a quote for your business needs.



Some of the Calgary Team at RYLA International in Montreal



### Training Resources available at TLC

Email your order & we will post to you the same day.

Activity Manuals	A\$39.95
Mr Sketch Markers	A\$24.95



### Trainer Activity Manuals

Icebreakers, Energisers and Team Activities are always valuable in the training environment. The value in working with tried and tested activities means you know that they are effective.

The Trainers Activity Manual provides instructions for the trainer, and the masters copies for quick preparation in your training sessions. Check it out. The manual can be posted to you with our 14 day money back guarantee. Just email your order to:

[training@trainingforlearning.com](mailto:training@trainingforlearning.com)

## Meet Catherine Macleod



Catherine trains with Training for Learning Co in Business Administration, Customer Service and Presentation Skills.

Her qualifications include a Diploma in Event Management, Certificate IV in Training & Assessment and Certificate IV in Hospitality. She is currently completing her Diploma of Training & Assessment & Hospitality.

She has been part of the leadership team at the Rotary Leadership Residential [RYLA] for the past two years.

## Career Series Publications 2010

The value in preparing a well constructed resume and application for that much sort after job is important. This is the first glimpse the potential employer has of you.

The career series offers you:

- Preparing your Resume
- Writing Effective Application Letters
- Writing Selection Criteria Applications
- Preparing for the Interview
- Developing your Profile Folder

Catherine Macleod can assist you in a one to one coaching session, and can also speak to your team assisting in the preparation of the applications.

If you would like to speak to Catherine about this service, please give her a call on Ph: 08 82270310.

If you are interested in a copy of the career series publications, each title is available at \$14.95 or the complete set for \$39.95. You can email your order to:

[training@trainingforlearning.com](mailto:training@trainingforlearning.com)

## Innovation in Training

Developing new methods and activities to inspire your participants is a worthwhile focus.

This workshop run by Catherine Logue aims to enhance the existing skills of trainers and will provide simple tips in order to make approach to each training day an exciting event for participants and the trainer alike.

**Workshop outcomes offer participants:** the chance to create synergy within a training group. The opportunity to maintain energy and attention and the way to refocus groups when attention strays.

AITD offer this workshop:

Sydney on August 27<sup>th</sup> 2010

Melbourne on October 29<sup>th</sup> 2010

If you would like to book on the program, contact AITD on 02 92119414 or

[www.aitd.com.au](http://www.aitd.com.au)

### Agenda

#### Morning

- Starters to focus concentration
- Respecting adult learning principles while having fun in training
- Setting ground rules in their own words
- Moving the focus of the group without fuss or threat
- Utilising how people learn in activities
- Keeping group focus whilst covering vast amounts of information

#### Afternoon

- Present training in systematic and entertaining ways
- Modifying delivery techniques when required
  - Activities to revise content and terminology
- Developing resources for the whole training team to use
- Closing the session with panache

The program can be conducted in-house if you would like to inspire your training team. Contact Catherine on Ph: 08 82270310 or email her:

[catherine@trainingforlearning.com](mailto:catherine@trainingforlearning.com)



A wonderful trainer's tool.

Adhesive magnetic tape that you can use on your posters and have them up on the whiteboard.

There are two widths 12mm and 15mm.

A roll of tape in your trainer's kit can save much anxiety when you are trying to display flow charts and illustrations.

Help make training fun.

**Order now - \$5.95 & \$6.95**