



Check out the research article 2010 National Learning & Development Index. The survey sought to determine who decision makers are within organisations in relation to budgets, formats and recipients of learning and development activities in Australia.

<http://www.aitd.com.au/training/research>

## National President AITD

Catherine Logue has undertaken the role of National President for Australian Institute of Training & Development for the past 2 ¾ years.

When asked about the highlights of her term in office, she commented "It has been an enriching experience working with like minded industry colleagues and watching the growth of the Institute during that time.

Meeting the members around Australia, and sharing their stories and successes has been rewarding."

"The talent we have in our industry within Australia is world class. Each year the examples of the abilities is demonstrated in AITD's National Training Awards. The entries would rival many on the global stage" says Catherine.



## ON THE JOB COACH

On-the-job training is used to train new staff or retrain existing workers and the practice may seem simple and straightforward. Doing it effectively however requires more thought and preparation than simply having someone follow an experienced worker around and watch what they're doing.

Over the years, various techniques and practices have evolved that pass on the skills and knowledge of a coach in a

manner that leads a new trainee to really absorb the information being taught.

Undertaking some facilitation training in the Certificate IV in Training & Assessment can provide the coach with effective skills to manage this role.

If you would like to know more about this training, please contact Catherine on Phone: 08 82270310.

## Programs in 2010

- Certificate IV in TAA  
New round Oct/Nov
- Diploma of TAA  
2 Mondays a month  
commenced Nov
- Certificate IV in Frontline Management  
One Friday per month
- Diploma of Management commences January 2011

Ask about distance learning options

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

**The control centre  
of your life is  
your attitude!**



TLC has been conducting Trainer Training for many years.

Most recently a team of dedicated individuals graduated with their Diploma of Training & Assessment

If you would like to upgrade your qualifications, phone and book a time to talk through the potential.

## Kay's Employment Tips

### Preparing yourself for a resume:

- **Collect all your certificates from school, work and hobbies**
- **Work back from your current job to your very first job held and include dates or years worked**
- **Break down each job and the tasks you performed within that role**
- **Think about your goals for employment**

**Remember @ TLC we offer one to one interview coaching, with a handy guide & tips booklet**

## FINDING THE RIGHT EMPLOYEE

When a position in your company needs to be filled is the first things that comes to mind the costs involved in replacing or introducing a new staff member?

Many services are available that are very simple such as the Career One section in The Advertiser and the lift out on Saturdays. There are also online services such as careerone.com and seek.com.au which aid you in the creation of an advertisement specific to your industry.

On the website Hr Daily there was the following interesting article about online recruitment.

### **Are your current methods fool proof?**

*The ultimate question. Is your current sourcing strategy 100% effective? Social media may not be the silver bullet, but it can certainly go a long way to providing a different perspective and a wide range of enhancements and improvements to your current approach. It is not meant to replace everything you currently do, but should be seen as an integral component and channel to a candidate market place that has moved on from newspapers, radio and to some degree job boards.*

*Hr Daily*



### Interview coaching



### Training Resources available at TLC

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

Mr Sketch Markers	A\$24.95
Magnetic Tape	A\$ 5.95
Old Maid Cards	A\$ 5.95



## Trainer Chat Pack

Catherine has developed a series of cards to help the group network within their teams. When trainers commence a training program with a group of new attendees, often the best way to build the dynamics is to support them while they get to know each other. Simple statements like: who is your favourite author, on my day off I like to ..., my most special memory is...

The Chat Pack fulfils the major purpose to get people talking to each other. Check it out. The pack can be posted to you on the day you order it. The pack holds 48 cards and is only \$19.95

Just email your order to: [training@trainingforlearning.com](mailto:training@trainingforlearning.com)

## Meet Judy Fargher



Judy trains with Training for Learning Co in Business & Retail Management, Customer Service and Training Qualification Programs.

Her qualifications include a Diploma in Retail Management, Certificate IV in Training & Assessment, Diploma in Interior Design and Bachelor of Education. She is currently completing her Diploma of Training & Assessment.

Judy has been working with retail clients, developing their skills in service, merchandising and store operations.

## Common Learning Styles Booklet

The booklet is the first volume of the Primer Series. It provides an opportunity for the trainer to explore a range of learning styles and adjust their delivery style to meet the needs of the learners.

Some of the characters in the booklet are:

- Nonie Notetaker
- Lettie Listener
- Dizzy Discussor
- Mindy Mapper
- Howie Hands-On
- Rebbie Reader
- Sonny Stories
- Ezzie Entertain-Me

The material has been constructed to enable the trainer to identify the character and modify their approach accordingly.

If you are interested in a copy of the Common Learning Styles booklet publication at \$16.95.

You can email your order to:

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

Checkout the products on the website for a full list.

## Human Resource Principles

Interview techniques have changed considerably over the years and there is a move away from asking the typical "So what are your strengths and weaknesses?" to behavioral type questions.

Your answers enable employees to ascertain how you handled a situation in the past, which gives them an indication of your possible future interactions in a similar situation.

We offer Interview Skills Training and have booklets available which will assist you with future interviews. Phone Kay on 8227 0310 *If you would like to book an appointment with our Career Service, phone Kay or Sue on 8227 0310 or email [kay@trainingforlearning.com](mailto:kay@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**