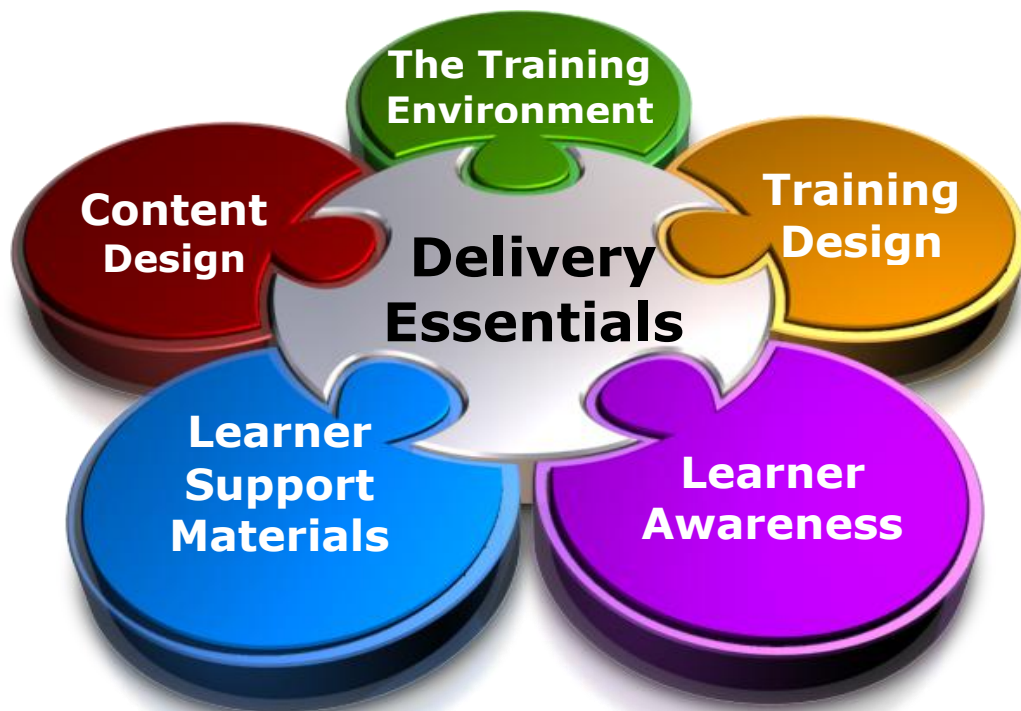


TRAINING EXCELLENCE SYSTEM™



LEARNING MODULES

DELIVERY ESSENTIALS LEARNING MODULES



TRAINING EXCELLENCE SYSTEM™

The following Learning Modules are offered in the Delivery Essentials Dimension may be undertaken as part of the Training Mastery Development Plan or can be selected as 'stand alone' professional development modules for trainers.

| Title | Level | Description | Delivery Mode |
|------------------------------------------------|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| Own the Room! | 1 Novice Trainer | Put pizzazz into your training by mastering the use of your voice, body, and physical space. Public speaking essentials for all training professionals. | Workshop Individual coaching |
| Learning through Connection | 1 Novice Trainer | Nothing happens without connection – this module teaches you the art of building rapport with your learners and the skills of whole body listening | Workshop Webinar Tele-Conference |
| Training Styles for Success | 2 Intermediate Trainer | Discover your natural training style, and learn to adapt other training styles to suit your content and learners. | Workshop Webinar Tele-Conference DVD/CD |
| Introduction to Coaching | 2 Intermediate Trainer | Explore the philosophies that underpin coaching as a training tool, and begin your journey to understand how the unconscious mind works in moments of insight. | Workshop Webinar DVD/CD |
| NLP Basics | 3 Professional Trainer | Explore the principles that underpin the study of NeuroLinguistic Programming and practise some of the core NLP Language Patterns to fast-track learning. | Workshop Webinar Tele-Conference DVD/CD |
| Trainer as Coach - Introduction | 3 Professional Trainer | Learn basic coaching tools, language and methodologies to help you to create insight, empower your learners and embed learning in ways you have never experienced before! | Workshop Webinar Tele-Conference |
| The Facilitative Trainer - Introduction | 3 Professional Trainer | Core facilitation skills enhance your training begin with an exploration of self to understand and develop the trainer you bring into the room. Explore the basics of emotional resilience and learn how to manage yourself to bring out the best in your learners. | Workshop Webinar Tele-Conference |
| NLP Advanced | 4 Master Trainer | Learn how to use the more advanced NLP tools such as Frames, the Meta and Milton Models and more. This will enhance your training in ways you cannot even imagine! | Workshop Webinar Tele-Conference |
| Trainer as Coach - Advanced | 4 Master Trainer | Learn more advanced coaching tools and methodologies, including questioning styles and feedback models to further enhance the learning experience. | Workshop Webinar DVD/CD |
| The Facilitative Trainer - Advanced | 4 Master Trainer | Develop your facilitation skills even further, through understanding group processes and managing group dynamics and conflict. | Workshop Webinar |

LEARNER AWARENESS LEARNING MODULES



TRAINING EXCELLENCE SYSTEM™

The following Learning Modules are offered in the Learner Awareness Dimension.

They may be undertaken as part of the Training Mastery Development Plan or can be selected as 'stand alone' professional development modules for trainers.

| Title | Level | Description | Delivery Mode |
|------------------------------------------------------|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| How adults learn | 1 Novice Trainer | The ways we learn as adults is different to the way we learned at school, get it wrong and you've got a room full of rowdy kids on your hands! | Workshop Individual coaching |
| Who are those people in front of you? | 1 Novice Trainer | Some quick tips to gather as much information as possible about your learners – who they are, what they need and why. | Workshop Webinar Tele-Conference |
| Core Communication Skills for Training Professionals | 1 Novice Trainer | Understand how communication works in your training room, what can go wrong, and how you can take control to ensure your message is being received loud and clear! | Workshop Webinar Tele-Conference |
| Theories of Learning 1 | 2 Intermediate Trainer | Investigate Gardiner's Multiple Intelligences and Whole Brain Learning, and the practical applications of these styles to enhance learning in your training room. | Workshop Webinar Tele-Conference |
| More Communication Skills for Training Professionals | 3 Professional Trainer | Learn how to communicate effectively with different personality types, deal with the 'difficult' participant, and how to give your learners feedback that is useful and targeted. | Workshop Webinar Tele-Conference |
| Theories of Learning 2 | 3 Professional Trainer | Further investigation into popular learning theories - Holistic Learning and Honey & Mumford and ways to ensure you incorporate the key learnings to enhance your own training. | Workshop Webinar Tele-Conference |
| Understanding the Learning Mind | 4 Master Trainer | A deeper level exploration of the unconscious mind using teachings from NLP and NeuroScience to unlock the secrets to transformational learning. | Workshop Webinar Tele-Conference |
| The Influential Trainer | 4 Master Trainer | Discover the secrets of social influence, and how to use the 6 Rules of Influence to create outstanding learning in your training room. | Workshop Webinar Tele-Conference |

LEARNER SUPPORT MATERIALS

LEARNING MODULES

The following Learning Modules are offered in the Learner Support Materials Dimension.

They may be undertaken as part of the Training Mastery Development Plan or can be selected as 'stand alone' professional development modules for trainers.



TRAINING EXCELLENCE SYSTEM™

| Title | Level | Description | Delivery Mode |
|-------------------------------|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| Death by PowerPoint | 1 Novice Trainer | Learn the correct ways to use PowerPoint in your workshops, and avoid the practice of PowerPointlessness | Workshop Webinar Individual coaching |
| Workbooks that Work | 2 Intermediate Trainer | Learn instructional design principles and practices to design and write workbooks and handouts your learners can use easily and effortlessly during and after the training session | Workshop Webinar Tele-Conference |
| Think Outside the Page | 3 Professional Trainer | Put your creative caps on to examine alternatives to the traditional print-based learning materials. You are limited only by your imagination! | Workshop Webinar Tele-Conference |
| Wonderful Webinars | 4 Master Trainer | Learn how to nail this new way of training, and deliver killer online workshops. | Workshop Webinar |

TRAINING DESIGN LEARNING MODULES

The following Learning Modules are offered in the Training Design Dimension.

They may be undertaken as part of the Training Mastery Development Plan or can be selected as 'stand alone' professional development modules for trainers.



TRAINING EXCELLENCE SYSTEM™

| Title | Level | Description | Delivery Mode |
|-------------------------------------------------|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| The Structure of Training - Introduction | 1 Novice Trainer | Investigate different workshop designs to suit your training content. | Workshop Individual coaching |
| Keep 'em Moving | 1 Novice Trainer | Learn some simple and fun icebreakers, energizers and mix-em-up activities to add to your toolkit. | Workshop Webinar Tele-Conference |
| The Curse of the Happy Sheets | 2 Intermediate Trainer | Learn how to design useful workshop evaluation and feedback forms that double as ongoing learning tools for your learners, and valuable continuous improvement tools for you. | Workshop Individual coaching |
| More ways to keep 'em moving | 2 Intermediate Trainer | Even more icebreakers, energizers and mix-em-ups – you can never have enough! | Workshop Individual coaching |
| The Structure of Training - Advanced | 3 Professional Trainer | More workshop designs to suit the more advanced trainer. | Workshop Webinar |
| The Do's and Don'ts of Playing Games | 3 Professional Trainer | Investigate different styles of activities and games and learn how and why to use these to enhance your training. | Workshop |
| Concept Activities | 3 Professional Trainer | Learn how to run your whole workshop around two or three main 'concept' activities. | Workshop |
| Training Design Using TNAs | 4 Master Trainer | A Training Needs Analysis is a key tool when designing training for the corporate environment. Learn how to design and implement a TNA, and investigate the many different training solutions available to you in this environment. | Workshop Webinar |
| Original Designs | 4 Master Trainer | Create active learning environments through activities and games you design around your content. | Workshop Individual Coaching |

TRAINING ENVIRONMENT LEARNING MODULES

The following Learning Modules are offered in the Training Environment Dimension.

They may be undertaken as part of the Training Mastery Development Plan or can be selected as 'stand alone' professional development modules for trainers.



TRAINING EXCELLENCE SYSTEM™

| Title | Level | Description | Delivery Mode |
|----------------------------|------------------------------|----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| Setting up the Room | 1 Novice Trainer | Experience different training room set-ups and the learning implications of each | Workshop Individual coaching |
| Housekeeping | 1 Novice Trainer | Get the catering right and they will come! This workshop is all about looking after the physical comfort of your learners. | Workshop Webinar Tele-Conference |
| Creating Atmosphere | 2 Intermediate Trainer | Learn how to maximise the learning experience through the use of props and displays | Workshop Individual coaching |
| Bums on Seats | 2 Intermediate Trainer | Creating comfortable learning spaces is more than just having comfy chairs! | Workshop Individual coaching |
| Name that Tune! | 3 Professional Trainer | Learn about the effect of music on the learner and discover how to choose music to suit your workshop design. | Workshop Webinar Tele-Conference Individual coaching |

CONTENT DESIGN DIMENSION



TRAINING EXCELLENCE SYSTEM™

The Content Design Dimension incorporates the way in which the content or information being delivered is structured.

This Dimension focuses on skills and knowledge required for excellence in the way the information delivered is sequenced, it's suitability to the audience and whether it is achieving the learning outcomes being targeted. Specifically it investigates:

Sequence

Learning outcomes are clear and stated in language that is accessible to learners

Content flow follows logically and matches order of learning outcomes

There is a clear beginning middle and end to the entire workshop, and also to topics within the workshop

Suitability

Pre-workshop evaluation of learner prior knowledge or experience is undertaken

Content is delivered at a suitable level to match learner requirements (skills and knowledge)

Content addresses all learning outcomes stated

There are no Learning Modules for this Dimension. Rather, individual consultation sessions are offered, during which we will examine your current content design and investigate ways to improve its effectiveness for your learners.