



THE ULTIMATE TRAINER

Tools to Deliver Effective Training Sessions

Need to improve your training and development skills?

Organisations are running more internal training sessions than ever before. Managers, supervisors and other key employees are now responsible for delivering engaging training and optimising performance.

Whether the in-house training is on a job function, program, compliance or procedure, good facilitators create a fun learning environment and transfer knowledge to boost performance.

This seminar equips internal trainers with practical tools on how to analyse training needs, develop content, create an interactive training environment and manage time.

The following issues and learning outcomes will be covered:

Develop and Design Training Programs

- How to write a session plan
- Identify training objectives and required outcomes
- Time management and achieving the required learning outcomes

Create a Fun Learning Environment

- Discover different adult learning styles and teaching methods
- Prepare interactive activities and facilitate discussion
- Know your audience and tailor your delivery

Session Issues

- Manage the group and stick to the topic
- How to prepare for the tough questions
- Handle question time

Testimonials

“Analysing various skills groups.”

C. Mannix
Human Resources Manager - Strike Bowling Bar

“Training needs analysis – working through it in a simple manner session plan... worthwhile and informative.”

M. Stretton
HR Consultant - BSL

COST

\$99 (inc. GST)

TIME

12.00 PM - 4.00 PM

Registration at 11.50 AM

DATE

Tuesday, 9 March

Friday, 23 April

Monday, 31 May

Friday, 11 June

VENUE

Level 40 / 55 Collins St
Melbourne VIC 3000

PRESENTER

Imogene Hewett

BOOK NOW

Register now to avoid
disappointment

Ph. (03) 9245 0360

Fax. 1300 367 536

drakeevents@au.drakeintl.com

GPO Box 298

Melbourne 3001

Imogene Hewett – Drake Performance Improvement Consultant

Imogene delivers specialty consulting and training services in the following areas:

- Performance-based public speaking skills
- Emotional Intelligence (behavioural skills) for leaders and teams
- Facilitation training for workplace trainers
- Best practice recruitment training
- Behavioural interviewing techniques

Imogene provides specialty consulting for leadership development including Emotional Intelligence training and performance-based public speaking skills training. In her role Imogene also provides best practice recruitment process training and tailored interviewing skills coaching services for Drake.

What others say about Drake seminars run by Imogene

“Imogene provides lively training that is effective, personable and memorable. Her knowledge of the subject being trained is in depth and transferred in an easy compatible format that allows the trainee to explore and comprehend the information for future use and development. Imogene is an excellent trainer.”

D. Key - Australian Air Express

Registration Details

The Ultimate Trainer

Details of person responsible for invoice (Please photocopy form for additional attendees)

MR/MRS/MS	FIRST NAME:	LAST NAME:	
POSITION:	EMAIL:		
ORGANISATION:			
ADDRESS:			
SUBURB:	STATE:	POSTCODE:	
TELEPHONE:	FACSIMILE:		

EVENTS DETAILS (Please tick)

SEMINAR 1 - Tuesday, 9 March SEMINAR 2 - Friday, 23 April SEMINAR 3 - Monday, 31 May SEMINAR 4 - Friday, 11 June

PAYMENT DETAILS

CHEQUE* VISA MASTERCARD DINERS CLUB AMERICAN EXPRESS

*CHEQUE PAYABLE TO: DRAKE AUSTRALIA PTY LTD

PURCHASE ORDER NO: _____

Address : Drake International
Level 40/55 Collins Street,
Melbourne VIC 3000

Ph. : (03) 9245 0360
Fax : 1300 367 536
e-mail : drakeevents@au.drakeintl.com

CARD NUMBER:	EXPIRY DATE:
CARDHOLDER NAME:	
CARDHOLDER SIGNATURE:	
<input type="checkbox"/> I HEREBY AUTHORISE DRAKE AUSTRALIA PTY LTD ABN 42 004 939 771 TO PROCESS MY CREDIT CARD AS PER THE ABOVE DETAILS. THE INFORMATION ON THIS FORM WILL BE TREATED WITH STRICT CONFIDENCE.	

TERMS & CONDITIONS

Drake reserves the right to cancel courses due to insufficient enrolments or conditions beyond its control. Notification of any cancellations will be made as early as practical and include a full refund.

Cancellations and Transfers

A full refund is available for cancellations received in writing at least 7 working days prior to the event commencement. Cancellations or payments received after this period are non refundable. Any changes of person registered to attend should be advised to Drake. Drake will not take any responsibility for travel or accommodation costs incurred.

Credit Cards

Please complete credit card details on enclosed enrolment form.

Payment via Mail

Make cheques or money orders payable to Drake International and crossed "Not Negotiable". Do not include bank notes or coins. Mail payment with Payment Slip. Please do not use pins or staples.

Payment Details

- To secure your place payment should be received prior to the day of course attendance.
- Payment can be received by cheque or credit card.
- Companies selecting Invoice option will receive an invoice 7 days prior to course commencement.
- Late registration will be considered subject to availability.
- Prices subject to change without notice.
- Cheques should be made payable to Drake Australia Pty Ltd and accompanied with relevant course details.

Notification of Booking

Notification of your booking will be sent on receipt of your application. This will include venue details. Drake reserves the right to withdraw any participant from the course if payment has not been received in accordance with our payment terms. Publicly scheduled course fees include training materials, refreshments and lunch.

Your Privacy

Drake is committed to respecting and upholding the individual's rights to privacy protection under the National Privacy Principles contained in the Privacy Act 1988. Individuals may access their personal information by contacting the Training Manager.