

# Maximising the training benefits for attendees

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We have put together a few tips that we hope will help attendees maximise their training experience.

- Training doesn't stop when the course ends. We also offer advice, follow-up and consultancy services on all topics within our training and development programme. Our advisers are only a phone call away.
- In many of our workshops, interaction and discussion are important elements and therefore the results you take away largely depend upon your contribution. Be an active participant to get the most out of your session. We suggest you sit down with your employer and discuss the benefits of participation and collaboration in these sessions.
- Be an active listener and if you have any queries regarding the presentation material, use the question time to seek clarification. Alternatively, if you are not confident doing so in front of other participants, do so during a break or follow-up after the training. Our presenters are on-hand to answer any queries post-session too, so if you find a question has not been answered to your satisfaction please feel free to contact us after the session.
- Be willing to share your experiences, thoughts and ideas with other participants - they too may have the same issues or questions. Participants often comment that the networking with other attendees was just as useful as the training itself. Add participants to your network of contacts and keep in touch to share common issues and solutions.
- Be patient with other attendees - not everyone understands the information first time and some people may require further clarification. Appreciate others' viewpoints.
- Share discussions - let others in the room get their questions and points across. If you feel you need further information, feel free to contact us after the session.
- Be punctual - allow yourself plenty of time to find a car park and arrive at least ten minutes before the scheduled start time.
- In order to stay comfortable we suggest you dress in layers, as getting the temperature of a room to suit everyone is not always possible.

IT'S WHO YOU KNOW, IT'S WHAT YOU KNOW

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