

## Quality & Excellence:

# Designing and Implementing Effective Workplace Training

Five Full Days: (May 14, May 28, June 11, June 18, June 24, 2004)

All Sessions are 8:00 a.m. to 4:30 p.m.

LOCATION: to be announced (In Winnipeg)

*The Manitoba Quality Network (QNET) provides resources, information session and training on Quality & Excellence as part of QNET's focus on improving quality and organizational effectiveness.*

Effective workplace training demands the creation of highly focused training in a manner which ensures efficient learning and transfer out of the classroom and into the worksite. Workplace training is not "just an event" but incorporates the establishment of clear needs and the evaluation of effectiveness to rationalize further expenditure. This course is aimed at individuals who want the fundamentals of creating effective workplace training. The course topics will include:

- **Needs Assessments and Focused Objectives** - determining what's needed, creating performance objectives which are measurable and focuses, determining stakeholder success indicators
- **Designing Effective Training** - adult education principles, learning styles, essential skills foundations, writing curriculum, transfer of learning, assessment and evaluation, combining technical training and essential skills
- **Creating Effective Training Partnerships** - government, sector councils, labour, business - reasons for partnership and fundamentals of creating collaboration
- **Evaluation** - how to know if training works, ROI theory, communicating results and judging future direction

**Facilitator:** *Sandi Howell*, is the *Coordinator of Workplace Essential Skills and Prior Learning Assessment for Industry Training Partnerships, Manitoba Advanced Education & Training*. Sandi has a background in the development of workplace curricula and implementation of workplace training.

**REGISTRATION FORM:** Please fax your completed form to (204) 949-4990 or register online at [www.qnet.mb.ca](http://www.qnet.mb.ca)

**Designing & Implementing Effective Workplace Training:**

\$587.43 QNET Members (includes \$38.43 g.s.t.)

G.S.T. Reg # 899755334RT

\$640.93 Non-Members (includes \$41.93 g.s.t.)

*\*\* Take advantage of the Early Bird Rate! QNET Members who register by Friday, April 2, 2004 can get the Early Bird Rate of \$494.10 plus \$35.59 g.s.t. - that's less than \$100 per training day! Non-Members who register by Friday, April 2, 2004 can get the Early Bird Rate of \$539.10 plus \$37.73 g.s.t.*

NAME \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ PROV \_\_\_\_\_ PC \_\_\_\_\_

PH \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

**PAYMENT METHOD:**

Please Invoice  Cheque Enclosed  VISA  AMEX  MasterCard

Card # \_\_\_\_\_ Expiry \_\_\_\_\_

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Signature \_\_\_\_\_

An event confirmation will be faxed one week in advance and will include location and session details. Cancellations must be received in writing no later Thursday, May 6, 2004. After that time, the full registration fee will apply and only replacement participants will be accepted. Invoices will be sent for non-attendance.

