

## **Programme of Training Courses**

### **Background**

We have found over many years of offering a short course programme that employers want something different from what we have on offer. Our short course programme challenges you to state the learning outcomes of the course you would like an employee(s) to attend. We can offer training courses in all aspects of glass manufacture and processing, glazing, installation etc. Equally we can offer specific courses in management, supervision and team leading and administration. The range of courses is as wide as your imagination. We use people with experience of working in the glass industry.

### **Learning outcomes**

In the first instance talk to us on the telephone and explain what you are looking for in the development of an individual or teams of people. We will then write to you with a draft of what we think the learning outcomes are for such a short course programme. We will also explain how we feel the learning outcomes can be best met. A course may be only one solution. It may be more appropriate to think of a blended learning solution. Sometimes it is more appropriate to use a distance learning programme where your candidate is supported at a distance to develop new skills and knowledge. If you have made your mind up and want a training course because you know how your people learn best then that is what we will offer.

### **Learning by doing**

We try and make sure that our courses are designed to meet the needs and abilities of those on the course. We focus on learning by doing. We draw out from people what they already know and can do and build on this experience thus avoiding a too simplistic approach. We can deal with individual needs provided we know what these are.

### **Off-the-shelf solutions.**

We are moving away from offering courses in a particular skill like leadership or training the trainer. Most people need to understand how they can improve what they do in the workplace so we want to concentrate on an action-centered-approach to making things happen rather than a passive approach where delegates simply sit and listen.

### **Venues**

Courses can be run on your premises, at a local hotel, or at the GTL headquarters in Sheffield. Normally subjects can be broken down into one or two day events.

### **Price**

Courses are costed on the basis of preparation and delivery and it works out at £500 per day tuition excluding tutor travel and accommodation, with a maximum of 10 delegates. This works out at around £50 per delegate, which we think you will agree is highly competitive.

### **Contact**

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