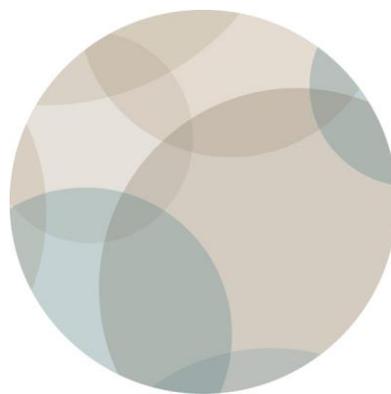


“Don’t let your learning lead to knowledge. Let your learning lead to action.” J Rohn



Creating Learning Materials Workshop

LEARNING OUTCOMES

At the end of this workshop you will be able to:

- Select the right type of learning aid to meet the audience need
- Estimate the time and effort required for creating materials
- Apply adult learning theory to the creation of learning aids
- Categorise the feedback and use it to refresh materials
- Produce materials using specific criteria and project constraints

INVESTMENT

\$700.00 (excl GST) Each participant receives a full set of training notes – your own comprehensive ‘go to’ guide for Creating Learning Materials.

WORKSHOP DETAILS

START TIME: 9.00am to 4.00pm.

VENUE: Fusion, Level 4, 85 The Terrace, Wellington.

DATES: For current dates see the website or get in touch.

FOR BOOKINGS

Email: info@tregaskisbrown.co.nz

Phone: 04 499 9363

Visit: www.tregaskisbrown.co.nz

CREATING ENGAGING SUPPORT MATERIALS

Adults have less time available to participate in learning due to their many responsibilities. The time they do spend working out how to use a new process or system must be viewed as a worthwhile investment. We know that the pressures of normal day-to-day tasks limit the adult learner’s attention span. This workshop will help you create engaging, relevant learning aids so that learning time is shortened. Bring your project to the workshop and we can work collaboratively to create a great learning guide.

WHO WILL BENEFIT

People who have been asked to create help guides, toolkits, on line materials, cheat sheets or handouts which teach team members about new products, processes or services. No prior knowledge is required.

AN APPLIED LEARNING APPROACH

The course is lively, interactive and varied. Learning is collaborative and participants will have the chance to share ideas and work on solutions together.

TOPICS

- Adult learning – need to know
- Criteria for great learning materials
 - Clarity
 - Inclusiveness
 - Interest
 - Relevance
 - Support
- Types of learning aids and when to use them
- Common pitfalls to avoid
- Style: graphics and layout
- Getting feedback

CANCELLATION POLICY

If you can’t attend, you may send a substitute attendee. Please advise us of the attendee’s name as soon as possible. If you cancel between 10 and 6 days before the course start date, 50% of the fee will be refunded. If you cancel with less than 5 days’ notice there will be no refund.