

## Provider Training



This course is part of a portfolio of courses aimed at developing expertise in specific aspects of workplace language, literacy and numeracy (LLN) skills. This course will explore the fundamental processes involved in setting up, delivering, and evaluating workplace LLN skills programmes. It will also support you in delivering 'Skills for Life' the national adult literacy and numeracy strategy.

### Course Overview

#### Why LLN skills at work?

Find out how language, literacy, and numeracy skills underpin work systems and processes. Discover how developing these skills can help organisations meet their core business objectives. Learn how to develop an effective, targeted marketing approach.

#### Developing customised learning programmes

Discover how to conduct an organisational needs analysis incorporating individual needs and the needs of the business as a whole. Consider various support models and learn how to develop tailor-made training that benefits both the employee and the employer.

#### Evaluating training outcomes

Discover how to evaluate the outcomes of workplace LLN skills training programmes from a variety of stakeholder perspectives. Consider a range of strategies for sharing the results with stakeholders.

### Outcomes

Participants will gain:

- An understanding of the benefits of developing LLN skills in the workplace
- Skills in marketing programmes and negotiating with stakeholders
- Knowledge of how to design effective programmes that add value to the workplace
- Strategies in reporting benefits effectively to stakeholders

### Who should attend?

This course is open to anyone with a professional interest in the delivery of workplace LLN.

### To register:

To register your interest in attending this course, please contact:

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Two Day

Professional Development



## Why attend a professional development course?

One of the primary activities of the Professional Development Team is the development and delivery of courses for providers and other professionals involved with workplace language, literacy and numeracy (LLN).

As well as our Level 4 course, Skills for Life in the Workplace, which can lead to the Breaking Down Barrier (BDB) certificate, we also have a portfolio of over 20 specialist half-day, one-day and two-day courses. We pride ourselves in providing quality flexible training solutions and have a team of experienced developers who can devise a course tailored to your needs. But why should you attend?

Attending any of our courses will provide you with specialist LLN knowledge, such as knowledge on workplace materials development and workplace curriculum issues. Participants are not only provided with an opportunity to expand their learning, they are also able to participate in group discussions and network with other people involved in the LLN field.

After each course has taken place, attendees are asked to complete an evaluation form, which is subsequently turned into a report.

Feedback from the courses is positive and examples of some of the comments can be seen below:

*'An extremely enjoyable course. Well thought-out and delivered.'*

Developing Workplace Materials—May 2005

*'A very detailed and informative course'*

Organisational Needs Analysis—July 2005

*'Thoroughly enjoyed the course. I learnt a great deal, enjoyed the pace and style of delivery and it filled in the gaps I had about workplace delivery.'*

ESOL in the Workplace—May 2005

*'The networking and listening to the experiences and work examples of other people are very useful'*

Using the Employer Toolkit—January 2004

Positive feedback has also been received from attendees of the Skills for Life in the Workplace course:

*'An interesting and enjoyable course which gives honest information about the pros and cons of workplace learning'*

Skills for Life in the Workplace—December 2004

Further details of all our courses can be found on our website.