

# Train-the-Trainer programme

## For Accurate Written Communication



This three day train-the-trainer programme equips delegates with the skills, knowledge and resources to deliver *Accurate Written Communication* to employees within your organisation.

### The objectives are to:

- Understand how to present the accuracy techniques
- Become familiar with the trainer resources
- Gain practice in delivering *Accurate Written Communication*
- Know how to measure and record delegates' accuracy rates.

Nominated trainers spend a whole day with a Scott Bradbury Accuracy Consultant to ensure thorough understanding of the accuracy techniques. They also learn how to use the trainer resource materials and how to monitor delegates' accuracy rates so that the business benefits of the training can be reported and monitored in the months following the training. Delegates then have a week or so (agreed in advance) to prepare to deliver a section of the programme themselves. Each delegate presents a section of the course to a group of real in-house delegates, under the expert eye of the Accuracy Consultant. Following the delivery, each delegate receives feedback and participates in a group trainer review.

### Requirements

Internal nominated trainers for this train-the-trainer programme must have previously attended the *Accurate Written Communication* training course as a participant, so they are familiar with the content and accuracy techniques. Delegates must be comfortable with presenting to a group. Experience of delivering training is preferable.

### This is a great course to deliver!

If you want to deliver a course that produces measurable business benefits and a clear return-on-investment, you'll love delivering *Accurate Written Communication*. Your delegates enjoy the hands-on activities and appreciate the immediate relevance of techniques too. So you get great feedback from delegates and business managers alike! It's a fun and relatively straightforward course to deliver – it's definitely a win-win for everyone.

### Rolling out the training – additional support

Once accredited, you are welcome to take advantage of the additional support available from Scott Bradbury. We'll help you to review your course results, provide post-training recommendations and provide free on-going telephone support whenever you have any questions.

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## Structure

Day 1	Gap of 1 week (or as agreed)	Day 2 Trainer practice roll-out	Day 3 Trainer practice roll-out
Train-the-Trainer workshop day with Accuracy Consultant	Preparation time	Delivery by trainers 1 & 2	Delivery by trainers 3 & 4
		Feedback and review session	Feedback and review session

**In addition to reviewing how to present the accuracy techniques themselves, topics covered in the workshop on Day 1 include:**

- How to prepare
- Keeping to time
- Customising the slides
- Using the exercises
- Marking the tests
- Closing the session
- Using the trainer resources
- Reinforcing the learning.

## Benefits

1. Your organisation can adopt *Accurate Written Communication* as an in-house workshop offering, rolling out the programme across your organisation
2. Reduced costs: trainers simply order a Participant Manual for each individual they train instead of paying a workshop fee. There are bulk discount prices available. See below\*
3. Accredited trainers can reinforce a positive accuracy culture and are provided with materials to track post-training accuracy performance, so you can continue to measure the return on the investment
4. The training can be included as part of your induction programme and ensures new starters understand the importance of accuracy!

## Fee and delivery

**Duration:** Three days (not including participation in *Accurate Written Communication* as a delegate).

**Number of delegates:** 1-4.

**Delivered by:** A Scott Bradbury Accuracy Consultant.

**Delivery fee:** £4,980 plus trainer expenses and VAT.

The fee includes four *Accuracy Trainer Packs* and sixteen *Accurate Written Communication Participant Manuals* for the trainers' practice delivery.

**\*Unit Price per Participant Manual:**

£59.50 for 1-99 manuals; £53.50 for 100-199 manuals; £50.50 for 200-299 manuals; £47.60 for 300+ manuals.

## More information and booking

Please call 01638 723590 | email [accuracy@scottbradbury.co.uk](mailto:accuracy@scottbradbury.co.uk) | [www.accuracyprogramme.co.uk](http://www.accuracyprogramme.co.uk)

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