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## Training Guide

### **RUNNING A SUCCESSFUL IN-HOUSE TRAINING COURSE**

This guide provides handy tips and helpful guides on running a successful in-house training course so that all your participants get maximum benefit from attending.

If everything is well-organised, your course will run smoothly, participants will focus on the course and derive maximum benefit, and you'll be the star!

The maximum participants per course is 7. If you have more than 7 people who would like to do the course, we suggest splitting the participants into two or more groups.

Please contact Helene Doyle, our Training Coordinator, at any time if you have any questions or would like assistance with anything.

Helene Doyle

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We look forward to helping you run many highly successful courses!

**Access Analytic**

Excellerating your Financial Intelligence



Description	Completed/ Comment
<p><b>One Month Before</b></p> <ul style="list-style-type: none"> <li>• Book a quiet room that is capable of comfortably holding 7 people plus the course facilitator. The room need only have desks, chairs and power.</li> <li>• If you don't have a suitable room, let us know and we can provide some off-site recommendations.</li> <li>• Meet with relevant Managers and Supervisors to go through the course outline and objectives, and decide who will be best to attend from their section.</li> <li>• If you allow staff to nominate themselves for courses, publish details of the course internally together with a link to the PDF course outline.</li> <li>• Invite selected participants using a Calendar Meeting Invitation so the time is automatically booked in the diaries of those who accept. Include the PDF course outline so staff know what the course is all about and can assess whether they will attend or not.</li> <li>• The hire of up to 7 laptops plus a data projector is included in the course cost however, please confirm what equipment you would like us to bring.</li> <li>• If providing the equipment yourself, please have your IT staff check everything to ensure it is all in good working order. If you need to book the equipment, ensure you do this.</li> <li>• Use the form at Appendix 1 below to track attendees.</li> </ul>	
<p><b>Two Weeks Before</b></p> <ul style="list-style-type: none"> <li>• Send a reminder to staff who haven't responded, re-inviting them to the course. Attach the PDF course outline again.</li> </ul>	

Description	Completed/ Comment
<p><b>One Week Before</b></p> <ul style="list-style-type: none"> <li>• Arrange catering for morning tea, lunch and afternoon tea (ensure any particular dietary requirements are catered for).</li> <li>• We suggest something along the lines of the following: <ul style="list-style-type: none"> <li>○ Half day course – provide morning tea of tea, coffee, fruit juice and muffins. Deliver approximately 10.00am</li> <li>○ Full day course – provide morning tea (approx 10.00am), lunch of sandwiches/rolls or panini's (approx 12.30pm) and afternoon tea (approx 3.00pm) with tea, coffee &amp; juice and muffins</li> </ul> </li> </ul>	
<p><b>Two Days Before</b></p> <ul style="list-style-type: none"> <li>• Confirm catering numbers with caterer.</li> <li>• Using the Running Sheet below, provide finalised course details to Helene Doyle, our Training Coordinator.</li> <li>• No further changes to course numbers are permitted after this date.</li> </ul>	
<p><b>One Day Before</b></p> <ul style="list-style-type: none"> <li>• Send a confirmation email to participants with the time, course title, a map of the course location (if required) and instructions (eg parking arrangements) if required.</li> <li>• Ensure there are mints, water, glasses and jugs in the room.</li> </ul>	
<p><b>On the Day</b></p> <ul style="list-style-type: none"> <li>• Arrange for the Location Contact person to be present at the training location at least 30 minutes prior to the course starting so our Course Facilitator can get access to the training room and setup everything.</li> </ul>	

# Appendix 1: Course Running Sheet

Send this form to our Training Coordinator via e-mail ( [training@accessanalytic.com.au](mailto:training@accessanalytic.com.au) ) or fax +61 8 6210 8501

**Two weeks before:** send with **Tentative** status

**Two days before:** send with **Final** status

## COURSE DETAILS

<b>Course Name:</b>	
<b>Course Date(s):</b>	
<b>Location:</b>	
<b>Location Contact:</b>	(name and mobile phone number please)
<b>Format:</b>	Half days or Full day
<b>AA to bring Equipment:</b>	Yes/No
<b>Status:</b>	Tentative/Final

## YOUR DETAILS

<b>Name:</b>	
<b>Company:</b>	
<b>Phone:</b>	
<b>E-mail:</b>	

## ATTENDEES

	Name	E-mail	Phone	Position Title
1				
2				
3				
4				
5				
6				
7				

## OTHER COMMENTS/REQUIREMENTS