



'9 Things to Check Before You Book a Public Training Course.'

Often public training courses are offered by a third party 'Association' and you have very little contact with the actual training provider until on the day. Making an ill informed choice can be both costly and ineffective for you or those you place on the course.

Here are **9 very important things** that you should check off with a big '**YES**' before you proceed with booking any public training course.

Checklist:	NO	YES
I am clear about the learning outcomes I require for myself and or my staff		
I have identified that the course content advertised meets my needs and the needs of those I am placing on the course.		
I have the ability to communicate directly with the actual training provider/facilitator prior to attending the course		
I can read a facilitator profile or speak with the facilitator prior to the course commencing		
I can verify that the training provider has a good reputation – testimonials are available for viewing.		
I understand that public training courses are of a generic content nature and that unless discussed prior to the delivery the trainer will cover only that which is advertised.		
I can confirm that reference material / workbooks will be supplied to participants on the day.		
I will have an opportunity to give feedback and if placing others on a course I will receive copies of their feedback forms		

Continuous self development is an essential ingredient in becoming successful both in business and as an individual. We strongly support the efforts of all training providers and associations marketing training to our communities.

We hope that this checklist assists you in clarifying your needs and enables you to select the best course for you or your staff.