

Remote Training

A new and cost-effective approach to workforce development

Workforce development demands high quality training. However, this can be expensive and time consuming for cultural organizations which often with tight budgets and small staff. As an experienced Trainer and Consultant I have developed a variety of unique remote training courses to enable archives to access professional and affordable training.

To give you an idea of my courses I enclose details of my latest course on Time Management. I also include details of my courses 'An Introduction to Archives' and 'Archives for Managers' which may be of interest to your colleagues in Heritage.

My remote courses, delivered via teleconferencing and web conferencing, have many advantages for you:

- **Significant cost savings** - no travel or overnight accommodation costs. Delegates train wherever is convenient for them. All they need is access to a telephone in a quiet location and Internet access if possible (although this is not a pre-requisite).
- **Significant timesavings** - staff do not need to travel and can even be available during breaks in training. Courses are timed to fit well within the working day. Evening and weekend training is also available at a premium.
- **Very competitive pricing** - all courses are very reasonably priced with 10% discounts for groups of 5 or more.
- **Highly effective training** – all courses are very personalised as no more than six people can participate in a course.
- **Unique follow-up support** - to ensure delegates get the most out of the course the price includes a unique one-to-one debriefing several weeks later. This works as a great motivator to encourage the delegates to implement what they have learnt. It also gives them the opportunity to really embed their learning by discussing relevant issues. No other course offers such delegate support or great value.
- **On-demand training** - Courses can be provided on the dates given or arranged for other dates to create truly on-demand training for your needs.
- **Flexible formats** – in addition to remote training I also provide on-site training and a very effective one-to-one training facility.
- **Organization- and employee-specific training** – courses can be tailored to meet your individual needs such as a corporate issue or a specific group of people within your organization.

All courses and course material are thoroughly piloted before they are launched. The course material is professionally designed to encourage participation and enable delegates to gauge their own level of understanding. The material also works as a vital aide memoire and action plan for use after the course.

Throughout 2007 I will be rolling out a variety of courses on general management skills including communication and financial management. If there's a particular area of interest to you do get in touch. I am developing new courses all the time.

If you would like to know more or book a course please do not hesitate to visit my website www.elizabethoc.co.uk. Alternatively do call me on 01939 234289 or email me at info@elizabethoc.co.uk.

Yours sincerely

Elizabeth Oxborrow-Cowan
Consultant Trainer and Archivist

Time Management – The Fundamentals

What's the course about?

On this course you will learn the core techniques of time management. The emphasis is on introducing practical techniques that you can take away and apply immediately in your work. It will include:

- Thinking about what Time Management actually is.
- How you could benefit from Time Management.
- How you currently use your time.
- What's holding you back from using Time Management at the moment?
- Core Time Management techniques.
- Ideas for how to keep up what you've learnt on the course.
- How to make instant changes and energize you.
- What to do when you get back to your desk after this course.

Taking part

As a delegate on Time Management -the Fundamentals you will receive a day's personal training as part of a small group (no more than 6). You receive an extensive Workbook which provides the basis for the course, plus all the information you need to access the teleconferencing and web-conferencing facilities. All you need is a quiet room with a telephone. If you have Internet access that is a plus but it is not a pre-requisite. There are also no telephone charges as you dial a freephone 0800 number. A few weeks after the course you will have a one-to-one telephone conversation with me to update your progress and discuss any issues you may be facing. After the course you will receive a certificate confirming your participation.

Course dates

Courses are usually run every second and fourth Thursday in the month. The current dates so far for 2007 are:

25 Jan
8 February
22 February
8 March
22 March

If you would like another date please contact me. Evening and weekend dates are also possible.

Course Prices

£130 per delegate for the remote training package. Weekend and evening remote courses (spread over 2 evenings) at a cost of £250 per delegate. Bookings for 5 or more people from the same organization booking have a 10% discount. On-site and one-to-one training is also available and is tailored to the specific needs of the individual or institution. Please contact me for further details and prices.

An Introduction to Archives

What's the course about?

This one-day course is designed for anyone who has to look after archives but does not have professional training or previous experience. The course considers what constitutes archives. It looks at how you can tackle collecting archives and caring for them. Finally the course considers how you can provide access to your collections and how they can be used. There is also lots of advice on seeking further information and assistance.

Course Prices

£130 per delegate for the remote training package. Weekend and evening remote courses (spread over 2 evenings) at a cost of £250 per delegate. Bookings for 5 or more people from the same organization booking have a 10% discount. On-site and one-to-one training is also available and is tailored to the specific needs of the individual or institution. Please contact me for further details and prices.

Course Dates

Introduction to Archives will be launched in late February 2007 and will be available regularly. If you have a particular date or audience in mind please contact me to organize a course tailored to your needs.

Archives for Managers

What's the course about?

Do you have strategic responsibilities for archive collections? Are you a manager with an archival remit? Often those with high-level responsibility do not have a clearly defined view of what archives are, why they are important and how they can be used. This half-day course explains the fundamental principles of archives including content, care and use as well as how they can support your institutional vision.

Course Prices

£70 per delegate for a remote training package. On-site, out-of-hours and one-to-one training is also available. Please contact me for further details and costings.

Course Dates

Introduction to Archives will be launched in March 2007 and will be available regularly. If you have a particular date or audience in mind I would be happy to organize specific training.