

# Candidate 5 evidence

## Part 2 – Work

Last month you were sent on a two-day training course to improve your digital skills. Your manager is considering sending your colleagues on the same course but would like to know your opinion first.

Write a **report** for your manager describing the course, saying whether or not you would recommend it and giving reasons.

You should include some or all of the following:

- content and organisation
- trainer
- materials/resources
- facilities
- other participants

You may also add your own ideas.

You should write approximately 200–220 words.

Task Number

1

## Training Course

### Introduction:

The aim of this report is to give recommendations about a two-day training course and to put forward suggestions on how to include it in a company's training system.

#### • Trainer

I would recommend going for this course.

The trainer was a very qualified person. He paid attention to our preferences. Besides, he was always ready to help and answer to our questions.

#### • Materials / Resources

Every participant was given with materials including brochures and leaflets. In addition to this, every participant

had access to online resources. There was an opportunity to ask all your questions any time.

- Networking opportunities

It is generally believed that training courses is a perfect way of building useful relationships. You could meet new people, brainstorm and exchange business ideas, so I would suggest attending these courses to our colleagues.

- Location

I can not but mention that the training centre is located near our office. It would be convenient to commute to the centre.

- Organisation

The organisation was perfect.

Administrators informed us about any changes in our schedule. timeously.

### Suggestions / Recommendations

I would strongly recommend a two-day training course for attending to our colleagues. The course was organised at a high level. Moreover, it is extremely important to have up-to-date digital skills in our fast changed environment in order to be a professional.