

Candidate 6 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

• Title: Training course feedback

1. Introduction:

The report is going to be about ~~the~~ positive and negative sides of the training course.

2. Findings

2.1. ~~Positive sides~~ Content and Organisation

The organisation process was on a high level. The trainers knew what they needed to do and followed a strict script on which ~~training~~ ~~program~~ ~~course~~ was created. The content was pretty ~~rather~~ good and definitely helped to improve my skills.

2.2. Trainer.

There were consistently ~~two~~ 5 trainers that changed depending on the content of the course. My opinion is that Although some of them really showed their knowledge, others did not have the passion to teach us the digital skills, which made it ~~unpleasant~~ uneasy to understand the materials and required more studying.

2.3. Materials / resources

The content of the resources provided ~~is~~ ^{is} ~~great~~ ~~satisfactory~~ reasonably good.

Materials are short and concise, pictures of a good quality are provided, the text is easy to follow, and easy to understand.

2.4. Facilities.

Facilities are ~~not great~~ ~~unacceptably~~ ~~to~~ not good terrible. The toilets are not cleaned, the amount of toilets are only there is only one toilet room for ~~60 people~~ more than 60 people, ~~which~~ ^{that} is not even cleaned. I ~~am~~ ^{am} highly dissatisfied with it.

3. Conclusion

The training course is a great opportunity to socialise with people that share some ideas with you, while getting trained and receiving new skills. The content of the course is on a high level and easy to understand, but ~~the~~ ^{the} trainers ~~are~~ ^{are} ~~unwilling~~ to not passionate about their job which does not help with completing the training ~~and~~ on time. ~~or~~ Facilities are terrible and

it is almost impossible to use it because of high demand, which does not allow to concentrate.

4. ~~Recommendations~~ My opinion on the course.

~~The one thing~~ It is a good training course, but it still has a lot of improvement to go through. I do not recommend this place for reasons mentioned in ^{earlier} "3 Conclusion". ~~I will advise to change the find another training course and have someone to inspect it.~~