



Legal/Best Practice	
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Skill Builder	✓
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Career Builder	✓
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# Management and Supervisory – Effective Toolbox Talks/Train to Train

**Course Code: CTO61**

This course teaches people to effectively deliver one to one or group short-duration training e.g. Toolbox Talks. Theory and delivery techniques to suit all learning styles are covered. The course is tailored to suit requirement i.e. Toolbox Talk, one to one or short course delivery.

## Course at a glance

- Barriers to learning – basic skills and Dyslexia awareness
- Hands-on communications exercise
- Adapting delivery to suit dominant learning styles
- Importance of record keeping
- Communications techniques – open questioning
- Learning style assessment
- Deciding course/talk content
- Attendance record completion
- Course assessment and review

	At Brandon Training Centre	On-site
<b>Duration</b>	1 day	1 day
<b>Cost</b>	£200 + VAT per day	£1,280 + VAT per trainer per day on-site
<b>Minimum number of delegates</b>	1 – attending an Open Course Booking	8
<b>Maximum number of delegates</b>	12	12
<b>Certification</b>	Brandon Training Certificate with Training ID Card. Records are available to view on-line	

Note: All pricing is based on Per Delegate rates unless otherwise indicated. For more information or to book a training date, please contact the Training Team on: 01179 718 555 or [www.brandontesting.co.uk](http://www.brandontesting.co.uk)