

THE (COMPANY NAME) TRAINING CATALOGUE (YEAR)



YOUR JOURNEY TO GROWTH



Ready to begin? Scroll through or Click the *Arrow* to turn the page.



Note: All trainings, dates, times, and content are subject to change according to the business needs.

Navigating Your Training Catalogue



Click this **Arrow** to begin your learning journey.



Scan the **QR code** to discover your learning style.



Browse training categories linked to (Year) **Focus Areas**.



Click this to **Go Back** to the previous page in case you want to revisit any content.



This button will take you directly to the **Our Focus for (Year)**, allowing you to quickly access specific training page of the catalogue.



Click this to move forward to the **Next** section or training page.

Editorial



Message from our (Role), (Name of the head of the department)

Write your text here...

Your journey of growth starts here!

A large, hand-drawn style teal frame with several teal starburst icons. A red arrow points from the bottom left towards the text 'Your journey of growth starts here!'.

How the Right Training Helped Alex Succeed!

Before: I feel stuck. I want to develop new skills, but I don't know where to start.

Meet Alex! He was feeling stuck within his role, unsure of where he could grow as a person.

With his manager, they decided the right training, he transformed his skills, grew professionally, and unlocked new opportunities!

Like Alex, you too can transform yourself. Ready to take the first step?

*On the next page, scan the **QR code** to **discover your learning style** which will help you find training that fits you best.*

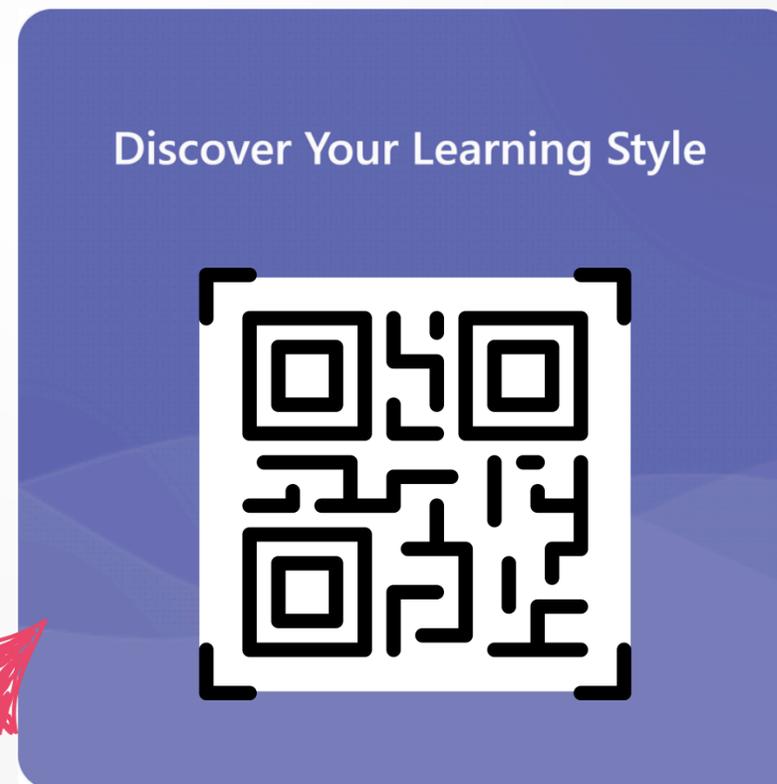
After: Now I have a clear development path! Trainings helped me develop new skills and gain confidence!



Discover Your Learning Style

Let's **find** out what **kind of learner** you are! Scan the **QR code** below to complete a quick questionnaire. This will help us recommend the **best training options** for you. **Why? Because we believe learning should be as unique as you are!**

SCAN
ME!



QR Code Placeholder: Scanning this won't take you to the moon (or a webpage) just yet.



Table of Contents

- 1. Training Etiquettes
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Our Training Etiquette

Before we explore what's in it for you, let's set the stage for success! Here are a few ground rules to keep in mind as you embark on your learning journey:



Your Development

Is your own personal journey, you are the owners. **We provide the platform;** it is **up to you** to use it.



Your Presence

If you are enrolled for a training, **we expect** your presence. Please inform us in **advance** (minimum 1 week) if you **cannot** attend the session, with your **manager in copy**. Keep your cameras ON.



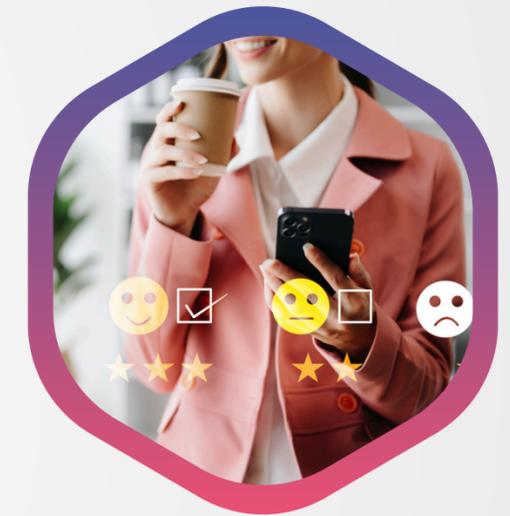
Your Punctuality

Read the invitation attentively, as it might include information about **preparation** and **pre-work**. Be on time.



Your Engagement

Be undisturbed (close your e-mail, mute your phone, no chat). **Participate, actively ask questions, stay focused.** Have fun!



Your Feedback

Provide feedback on your evaluation about **how the training experience was for you**. This is **important for us** to continuously improve and adapt **our training offer**.



Why Invest Your Time in Training?

Here's what's in it for YOU:



Skill Development

Enhance **leadership, problem-solving**, and **technical skills** like MS Office to excel in your role and prepare for **future opportunities**.



Networking Opportunities

Collaborate with **peers** and **industry experts** to exchange ideas, gain insights, and build **lasting professional connections**.



Growth & Development

Align training with your **learning goals, track progress**, and **unlock new opportunities** for **advancement**.



Personal Fulfillment

Boost confidence, resilience, and work-life balance for greater **satisfaction** in **both** your personal and professional life.

Keep going! The next page holds even more reasons to **invest in your growth...**



Why Invest Your Time in Training?

Here's what's in it for YOU:



Diversity & Inclusion & Equity

Be part of a culture that **values everyone, fosters belonging,** and **celebrates unique perspectives** to drive innovation and collaboration.



Mindful Living

Learn to **balance work** and **well-being** through mindfulness practices, helping you stay focused, energised, and productive.



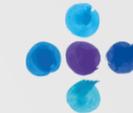
Mental Health Awareness

Build **resilience**, manage **stress**, and support **yourself** and **others** in creating a healthier, more supportive workplace.



Being Informed & Engaged

Stay updated on important topics like **Autism Awareness** and **History Month**, empowering you to contribute meaningfully to your community and workplace.



Our Focus for (Year): The Year of Learning

You've seen why investing in training matters; now, **let's explore how (Year) is shaping up to be a year of growth, learning, and inclusivity!** Our carefully curated focus areas are designed to equip you with the skills, knowledge, and mindset to thrive in your personal and professional journey. **Click on any Training below to explore more details and find the right path for your growth!**



Training One



Training Two



Training Three



Training Four



Training Five



Training Six



Training One

Training One

What Can You Expect?

Lead line:

- **Point 1:** Write the explanation here...
- **Point 2:** Write the explanation here...
- **Point 3:** Write the explanation here...
- **Point 4:** Write the explanation here...

How To Navigate This Section?

This section consists of **three** pages:

- **Page 1 (You're here!):** Covers **What Can You Expect** and **How to Navigate This Section**.
- **Page 2:** Provides an **Overview** and **Objectives** of the (name of the training) training.
- **Page 3:** Includes details such as **Target Audience**, **Prerequisites**, **Duration**, and **Training Format**.



Training One

Overview



Sub-title:

Given an overview about the training here...

Objectives



What You Will Learn:

- **Objective 1:** Write your objective here...
- **Objective 2:** Write your objective here...
- **Objective 3:** Write your objective here...



Training One



Target Audience

Mention who is your target audience



Prerequisites

Include the prerequisites, if any



Duration

Duration of the training program



Training Format

Mention the mode/format in which the training will be delivered. For example, blended approach combining virtual sessions and in-person workshops for an engaging learning experience.

Upcoming Trainings

Exciting Learning Opportunities Ahead! Stay tuned for new trainings designed to enhance your skills and support your career growth.

1 Training Name: **Explain** what will they learn from this training.



2 Training Name: **Explain** what will they learn from this training.



3 Training Name: **Explain** what will they learn from this training.



Benefits of Following the Trainings



 What You Gain	 Why It Matters
Learn New Skills	Stay Competitive in Your Role
Career Growth	Supports Career Advancement Within the Company
Increased Confidence	Excel in Your Daily Tasks
Enhanced Knowledge	Align with Organisational Goals
Improved Adaptability	Build a Positive Workplace Culture
Stronger Collaboration Skills	Mitigate Risks
Greater Awareness	Boost Team Performance

Take the Pledge



Commit to Growth & Inclusion

Now that you've explored all the trainings, it's time to take action. We believe that small, consistent efforts lead to meaningful change. By taking this pledge, you are committing to continuous learning and fostering an inclusive workplace.



Pledge Statement

"I pledge to dedicate 10 minutes every day to learning and growing with (Company Name) training programs. By doing so, I commit to my personal and professional development and contributing to our shared success."

Are You Ready to Transform?

Explore, Learn, Grow

The **(Company Name) Training Catalogue** is your **gateway** to endless **opportunities**. Take the first step towards a **brighter future**.

Have Questions?

Reach out to: **Team Learning and Development**
Email: learningdevelopment@companyname.com

