

Notes for on-site delivery of Training Courses

Room Requirements

Verwer Training & Consultancy Ltd can deliver on-site training for up to 12 people. Training is normally carried out with two people sharing one set of practical equipment. The best arrangement is to have two small desks or one large desk per pair of attendees.

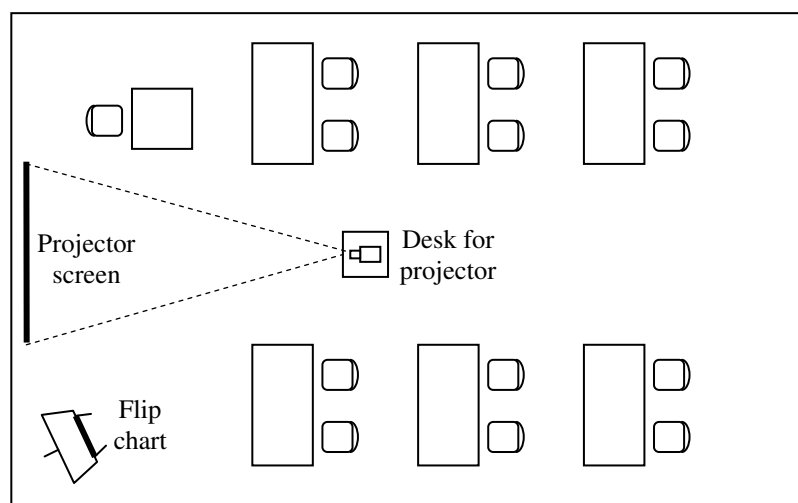
The company must provide suitable accommodation for the training and should make suitable arrangements for refreshments and lunch during the day. The room must have at least two 240V or 110V sockets for powering a laptop computer, data projector and the training equipment. Sometimes companies have their own data projector which can be used if desired (essential for overseas training). A projection screen or clean matt-white wall should be provided for the projection. A flip chart or white board with appropriate felt-tip pens should ideally also be provided, however this is not essential. Verwer Training & Consultancy Ltd will provide all other training materials and equipment required for the day.

Additional Requirements for Certified Training

The certified training incorporates practical and theory tests that are carried out in the training room. For the practical test the class is normally split into two halves, each half taking turns to use the training equipment to do the test. The other half of the class will either be doing the theory test or a tutorial. Thus for certified courses a separate room or area with desks or a table for half the class should be available whilst the practical test is taking place.

As an alternative to a separate room it is possible to carry out all activities in the one room. In this case, additional desks should be provided for the half doing the tutorial/theory test.

An ideal layout for training 12 people is shown below, however other arrangements are acceptable:





Organisation of the training

People need to arrive at least 15 minutes before the planned start time of the course so that we register people and start promptly. The normal arrival time is 08:30 for a start time of 08:45 which should allow the longest course (Installer) to finish by 17:30 if all goes to plan. Other courses normally finish at about 17:00 or earlier. A schedule will be sent out before the event, please ensure that everyone knows the organised times.

Refreshments in the morning and afternoon are best taken in the training room. Lunch can be taken at any time between 12:00 and 13:30 and should take no more than 40 minutes. All arrangements should be organised by the company.

It takes about an hour to set up the training equipment on the morning of the training. The instructor will thus need access to the building by 07:30. Alternatively the equipment can be set up on the afternoon or evening before (say after 16:30). Please contact VTC if you wish to have the room set up the day before planned training.

In our experience, the most common problems that people report with on-site training are lack of information before the event so please ensure that all trainees know the location, day and scheduled start and finish times. Other problems can be caused by people not being aware that the training takes a full day. Please ensure that trainees are not required to be available on-call during the course (they will be asked to switch mobile 'phones off for the duration). Finally please circulate the schedule to all trainees before the event.

For the Certified PROFIBUS Engineer course only, trainees will need to have read the pre-course information – “Bits Bytes Binary and Hexadecimal Representation” (available as a download from our web site <www.VerwerTraining.com>).

Check list for the Company

- Room checked for size and power sockets
- Room booked
- Additional room/area for tutorial/test (certified courses only)
- Projector screen available
- Flip chart/white board and suitable felt-tip pens
- Refreshments and lunch booked/organised
- Trainees notified of date and times of course