



Issue 3: June 2009

## Compendium Update & Special Offer



### A helping hand from Compendium!

Everyone seems to be under pressure now, and it's all too easy to feel that the struggle to keep developing your staff is overwhelming you, especially when the economic crisis is continuing to bite, and budgets are being slashed across all sectors. At the same time, you KNOW that maintaining learning and development activity is critical to the ongoing survival and success of any organization!

So, here's a suggestion.....

- ✚ *Do you have learning and development projects (for which you would normally consider using Compendium Learning) which are currently delayed or on hold because of budget cuts?*
- ✚ *Would the knowledge that Compendium Learning is prepared to offer a substantial reduction in fees, of up to 25%, enable you to move forward with those projects?*
- ✚ *This offer is open for any work booked and confirmed (but not necessarily delivered) by July 2009*
- ✚ *Contact me to discuss your needs! ([alex@compendiumlearning.com](mailto:alex@compendiumlearning.com)).*

### Wordsmith at Compendium!

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- Wonderful Wordsmith!*
- Making Learning Stick!*
- Speed Talking?? Does it work?*

- Too busy?
- Always feeling frazzled?
- No time to sit down to really focus on creating that important document or questionnaire, which is burning a hole in your 'To Do' list?
- Or maybe you just don't enjoy writing and constantly keep putting it off?
- HELP IS AT HAND!

Amazingly enough, I am one of those people who really enjoy crafting a document or questionnaire which is clear, readable, easy to use and 'hits the spot'.

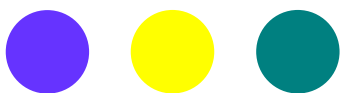
I listen closely to your needs and work in partnership with you to produce what you want

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- allowing you to get on with other work!

Wordsmithing examples:

- Competency based questionnaire for use in redeployment
- Training and development strategy document
- Outputs document for strategy workshop
- Skills Audit questionnaire
- And of course:
  - The Z-A of Coaching
  - The Leadership Workout
  - The Coaching Workout
  - (see the website for details of these publications)



## Making Learning Stick!



### Do you need to:

- Roll out new 'stuff' (development/skills/knowledge) across your organisation but don't have the in house resources?
- Use line managers, but are concerned about how well they are currently able to act as 'trainers'?
- Do it quickly?!

### Try this:

Use Compendium Learning as your business partner. We will:

- Design a realistic, pragmatic and effective learning session!
- Create user friendly notes and learning materials for the managers to use!
- Bring all required staff up to speed with training skills so that they can deliver effectively ..... leading to effective roll out of the new stuff!
- Provide transferable skills with will help manager/trainers to develop a level of confidence which will be an asset in future learning and development activities and whenever they have to make presentations/facilitate groups in any situation!
- Provide 1:1 coaching and/or delivery support to internal manager/trainers who need additional help!
- Do a formal 'real time' assessment of each trainer if required, with feedback sessions afterwards!
- Provide great value!

## Interesting Stuff!! Do you know.....

### How fast you talk?

Recent research has explored the speed of delivery of politicians (using the English language). Apparently, the average politician talks at a rate of 220 - 230 words per minute.

By contrast, Winston Churchill and John F Kennedy, who are generally believed to have been powerful and effective orators, spoke at a much more measured rate of between 150 - 153 words per minute.

Interestingly, this ties in with other recent research (2008) which found that the most effective voice is one which:

- Delivers at 160 wpm

- Uses bass notes
- Has a downward inflection at the end of phrases/sentences
- Makes use of ½ second pauses for emphasis.

### So, how do you shape up?

- Get some feedback!
- Record yourself - and listen closely to what you hear!
- Get some help if you need it!
- If you really want to get your message across - whatever the context - remember that it's not just the 'song', it's the 'singer' that counts as well!
- And what about your colleagues - how fast do they talk??



Winston Churchill

**Don't forget our Special Offer!!!** See Page 1 for details and contact [alex@compendiumlearning.com](mailto:alex@compendiumlearning.com) or on 0121 240 9133 or 07974 696149