



Virtual Training Manager

Designed for organisations without a dedicated Training Manager that wish to maximise staff productivity. Virtual Training Manager provides a centralised training strategy, aligned to your business plan, which will ensure optimum staff performance.

Not every organisation has a dedicated Training Manager. This can mean training needs are often addressed on a reactive basis; training impact may not always be measured and training records not appropriately recorded. To tackle these issues Shift F7 has developed 'Virtual Training Manager'.

Virtual Training Manager Benefits

- All the advantages of a dedicated Training Manager at a fraction of the cost
- Training records retention and reporting
- Training supply chain management
- Training investment business cases
- Centralised training coordination
- Calculated Learning Plans
- Post training assessment
- Training needs analysis – ensuring the right people receive the correct training at the best price
- Core competency framework assessment
- Proactive planning and support

About Shift F7 Learning Solutions

The Shift F7 Learning Solutions division delivers:

- Onsite training on a wide range of IT and Business Skills programmes
- A wide range of official public courses, across multiple vendors and disciplines

In addition to onsite delivery, we offer training services nationwide, currently partnering with some of the largest UK organisations. Our offsite locations include:

- | | |
|---------------|-----------------|
| ■ Aberdeen | ■ Leeds |
| ■ Birmingham | ■ London |
| ■ Bournemouth | ■ Manchester |
| ■ Bristol | ■ Milton Keynes |
| ■ Coventry | ■ Newcastle |
| ■ Croydon | ■ Reading |
| ■ Dublin | ■ Southampton |
| ■ Edinburgh | ■ Swindon |
| ■ Exeter | ■ Wokingham |
| ■ Glasgow | |

Virtual Training Manager is a service that enables you to enjoy the benefits of a dedicated Training Manager for a fraction of the sunken investment. The standard service provides you with a dedicated Learning Advisor who will assist in compiling a personalised Learning Strategy and coordinate delivery and post training support. In addition, there are options that allow bespoke services to suit the needs and preferences of your organisation.

Virtual Training Manager allows a controlled but proactive approach to managing Learning & Development.

Services

Virtual Training Manager includes the following core services:

- Four training assessment and planning meetings per year.
- Training Needs Analysis.
- A competency framework review.
- Point of contact for training requests and delegate waiting lists.
- A personalised Shift F7 email to submit course information requests.
- Certification and professional accreditation guidance and advice.
- Post learning email and call back support.
- Bespoke management reporting and training records retention.
- Proactive personalised training plans.

Costs

The service is annualised and costs £1,250 +vat per company per year.

The only additional cost is for any course bookings that take place.

This cost can be paid for using the Shift F7 Learning Credits scheme – our discounted learning scheme which offers unrivalled flexibility, designed to accommodate all your training needs. For more information on this scheme speak to your account manager or email: learning@shiftf7.com.

How to purchase

All we require is a Purchase Order for the annual fee (£1,250 +vat); however we recommend a meeting with one of our Learning Advisors to initially scope your core requirements.

For more information

Please contact your account manager on 0870 850 5599 or email the team at: learning@shiftf7.com