

## 1.1 Three Sample Mini-Presentations for Part 2

### What is important when...? Choosing a training course

- Size of group
- Cost
- Times of course

#### **sample answer**

When it comes to training it's important to consider various factors such as the group size, normally smaller groups are better for developing people skills or collaborative skills or when dealing with a complex subject as there is more potential for individual attention and learning. A larger group is okay if the purpose of the training course is to impart information rather than develop skills.

Obviously, costs play a big part in whether or not training is feasible. A company wants to know that it's getting value for money, so it's critical that training should be directly relevant to adding value to the company, its products or services offered. Depending on how critical the training is for employees, the timing may or may not be important. If it's only one or two of the staff and the training is considered highly important then whether the training course is local, in another part of the country or even in another country, it may still be beneficial.

However, non-essential, but desirable training could be attended in the evenings or weekends without it affecting the employee's work schedule and impacting the productivity of their department.

*192 words*

**What is important when...?  
Booking a hotel for a business trip**

- **Location**
- **Facilities**
- **Charges**

**sample answer**

A lot will depend on the purpose of the business trip. For example, if you're going to attend a conference then the hotel will need to be close to the conference venue, but on the other hand if the purpose of the trip is to visit several clients in the area, then its location should be chosen to minimize the amount of travelling required between them to save time and further expense.

Depending on the length of the stay, the type of facilities available may be more or less important. A longer stay away from home and the office might mean that a hotel which provides a fully equipped business centre, gym, swimming pool and other leisure facilities would probably be more desirable. However, if the trip simply involves an overnight stay then such services won't probably be a priority.

When it comes to charges, it's important to try and get the best value for money. If business travellers travel frequently then being a member of a loyalty scheme might be advantageous as hotel tariffs will probably be cheaper and the whole reservation and checking in procedure streamlined.

People who travel on business infrequently should still look for the best deal available but will probably not have access to any of the preferential packages designed for regular business users. Major hotel chains usually offer some of the best deals for frequent business travellers and they are applicable in a variety of locations, which can help reduce costs for the company over a period of time.

*255 words*

**What is important when...?  
Deciding how to use your time at work**

- **Planning**
- **Dealing with problems**
- **Meeting deadlines**

**sample answer**

Time management is very important if you want to be both efficient and effective while at work. It's very easy to get distracted by many things in a typical office or work environment so it's critical to manage your time well if you want to be really productive.

Nowadays, it's easier than ever with all the technology available. You can put your entire work schedule on your smartphone, tablet or other app and keep it with you at all times. Planning your time means prioritizing events and activities that you know about and also allowing a certain amount of time for 'expected' problems or 'firefighting' if an emergency arises. We've all had times when we've had to drop everything and sort out problems which are urgent. The problem is if we don't allow some extra time for these events, we will always be less efficient than including them in our planning.

Obviously, you can plan events such as meetings, which are programmed, training courses and such like. But you also need to plan your daily work activities, manage tasks and projects and make sure your time is optimized. There's no point in moaning about having to meet a deadline for a report or project if you could have had it finished in time if you had planned things better. You should always try and have things finished as soon as possible and never leave things until the last moment.

*239 words*