

## THE BENEFITS OF TRAINING WITH PROFESSIONALLY PRESENTED TRAINING MANUALS

### Company Profile:

The National Probation Directorate was part of HM Home Office and was responsible for training probation officers throughout the UK.

### Problem Solving Profile:

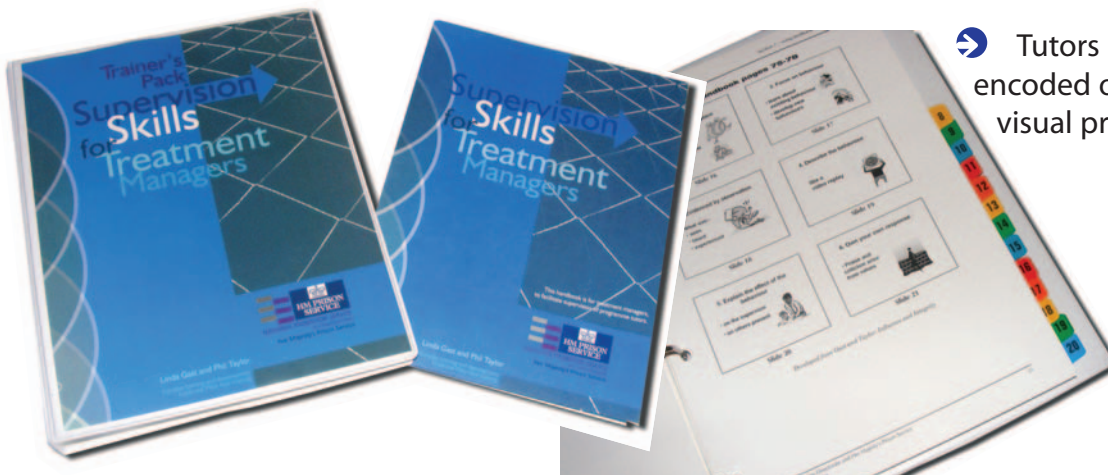
The directorate wanted to improve quality of training because:

- ➔ Course manuals were of low quality created by photocopying master sets.
- ➔ The lack of colour and pictures caused low interest and poor attention.
- ➔ Students did not value the presenter or the material – poor ratings were reported on end-of-course feed-back forms.

### Solution to Problem:

Jasprint took the trainer's content text for new ranges of manuals and:

- ➔ Improved the page layout with special attention to readability and size of fonts.
- ➔ Incorporated colour pictures, cartoon characters and diagrams.
- ➔ Produced digitally printed Tutors manuals in black, bound in a ring-binder and also Students "workbooks" in full colour with wire-O bound smart covers.



- ➔ Tutors information was also encoded onto CD's for group visual presentation.

### Benefits are:

- ➔ Student interest was raised, feed-back ratings improved and tutors enjoyed themselves
- ➔ Colour digital print quality equals litho for general commercial usage
- ➔ Short print runs were made – just enough for each course
- ➔ Frequent changes could be made to all course contents
- ➔ Fast turn-round delivery
- ➔ Manuals can easily be re-branded to suit different requirements
- ➔ PowerPoint Presentation slides were recorded on Tutors CD's in different formats for all the different types of projector in use through the UK