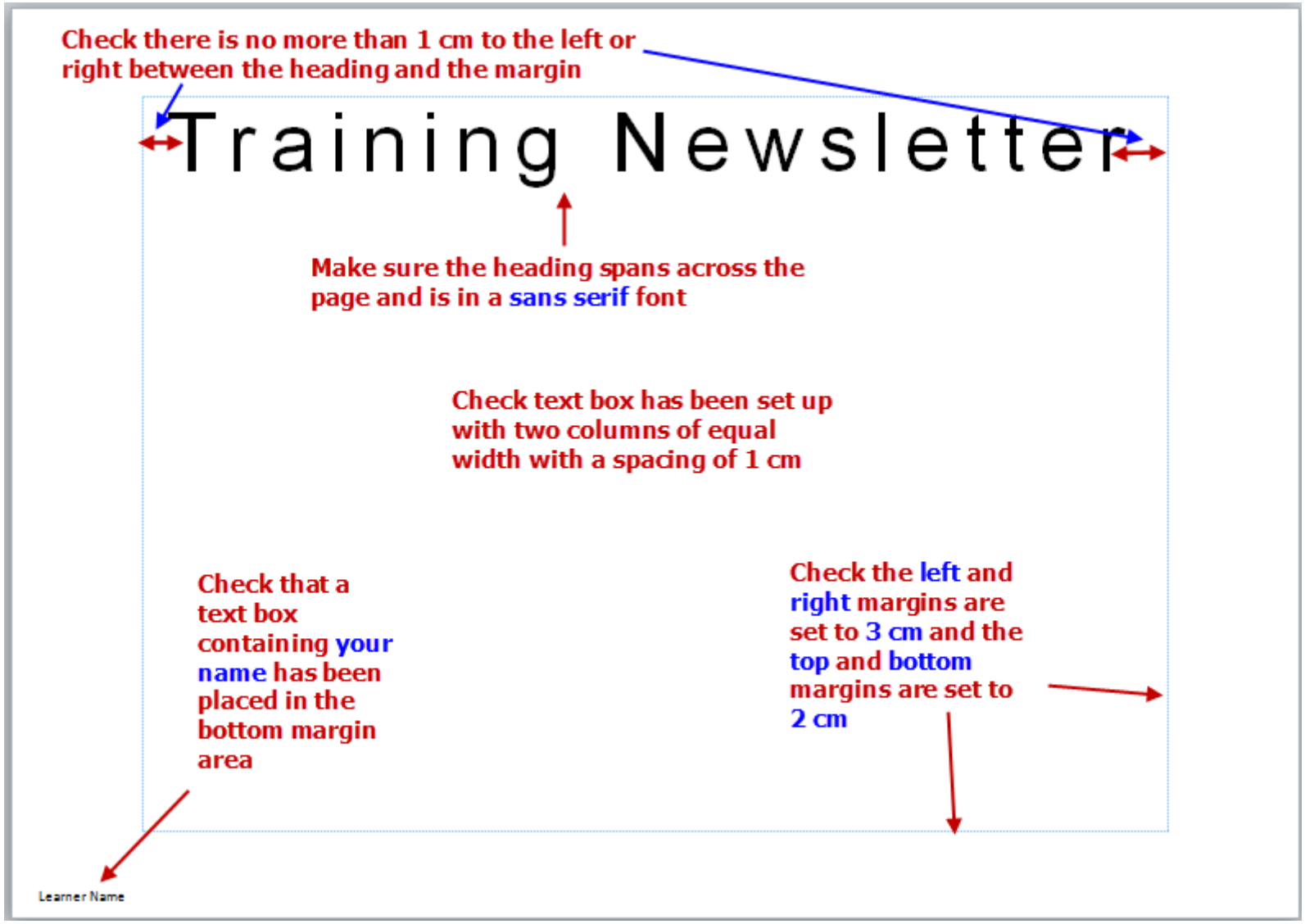
Additional Exercise 2 Solution

Task 1 - Your publication should be saved with the filename **newsletter** and should look like:



Task 2 - Your publication should be saved with the filename **newsfinal** and should look like:

Training Newsletter

Investors in People

Learning at work is a great way to help improve your future career prospects.

This months newsletter is focusing on how we as a company can help you adapt your current skills and gain new ones.

We provide training that can fit around your working and personal life.

We are committed to improving our company by helping develop our employees' skills. Therefore we assess learning needs and provide the following:

Good quality training

Job satisfaction

Career opportunities

On-going Support

Mentoring

Process

The process for skills and training is as follows:

Create a personal development plan

Evaluate training and skills so far

Develop training plan around your needs

Set up training requirements

Assess performance meetings

Personal mentor to help guide you

Benefits for all

We will continue to support the training needs of the company. We believe that investing time in our employees can help boost productivity and positivity within the workforce.

Training is a big part of our company. Allocated time along with your dedication and hard work can create excellent job opportunities and future prospects. All our training that we provide is free to all employees.

Check the training text file has been correctly imported into two columns

Make sure there is no more than 20 mm white space at the bottom of any column (by adjusting paragraph spacing, font size and/or kerning)

Learner Name