## *Additional Exercise 3 Solution*

Task 1 - Your publication should be saved with the filename **promotion** and **page 2** should look like:

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

### *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.

### *Success Story*

Moira McGowan has worked within the Sales department for 3 years as an Administration Assistant and wanted to update her skills.

After discussion with her line manager, they both agreed to a development plan that was best suited for her. She is a working mother therefore online learning was the best option.

Moira recently completed an online Marketing course gaining a Diploma. From this, she has had a job promotion to Sales and Marketing Assistant. She would never of been able to apply for this position if she had not gained the extra skills to meet the necessary requirements to so this job. This has proved a massive benefit to the company as they have seen a positive impact on Moira's working life which means positivity for their business.

Since this Interview, Moira has chosen to further update her skills by applying to do the Mentoring course so she can help other employees achieve their goals in their future career.

If you have any success stories of your own then please contact us, we would love to hear from you.

Check all leading and paragraph spacing is consistent

Check you have inserted the word 'we' here

Check you have amended the word 'this' to have a capital letter

Check all subheadings are with at least two lines of related text

Make sure there are no hyphenated line endings

Make sure there is no more than 10mm of vertical space in any of the columns

Check all text is displayed in full

Make sure there are no widows and orphans

Make sure you have started a new paragraph here.

Check you have left the word 'success' in the publication

Task 1 – the printed composite copy of the **promotion** publication should look like:

**Contact Us**

*Take the first step….*

We have a dedicated work team to help guide you in the best direction to further enhance your career.

Telephone: Direct Dial 212132

E-mail: training@al.co.uk

Training in the Workplace

**Focus**

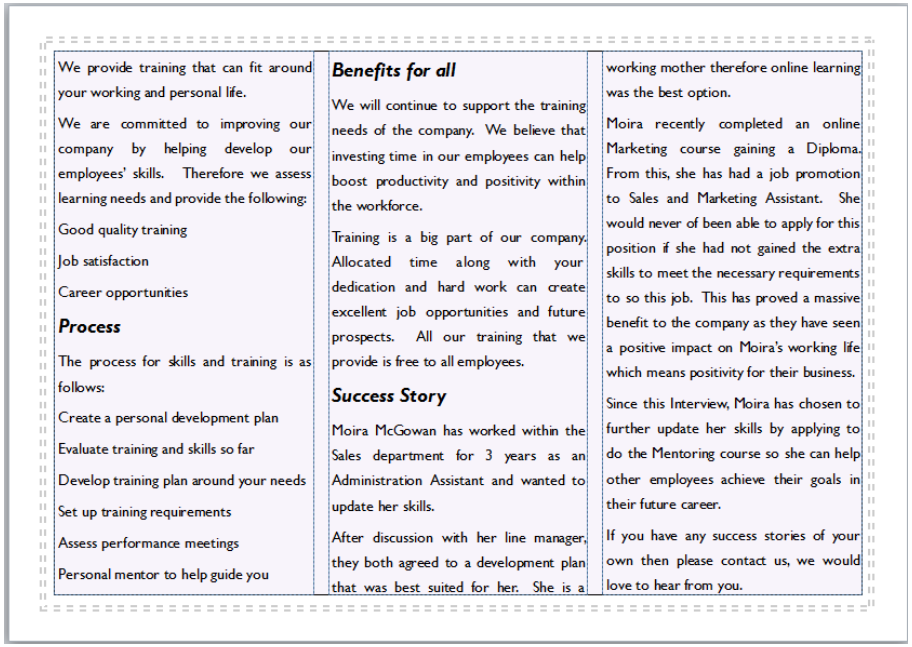
Training in the Workplace

**Positive Steps**

***Investors in People***

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

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



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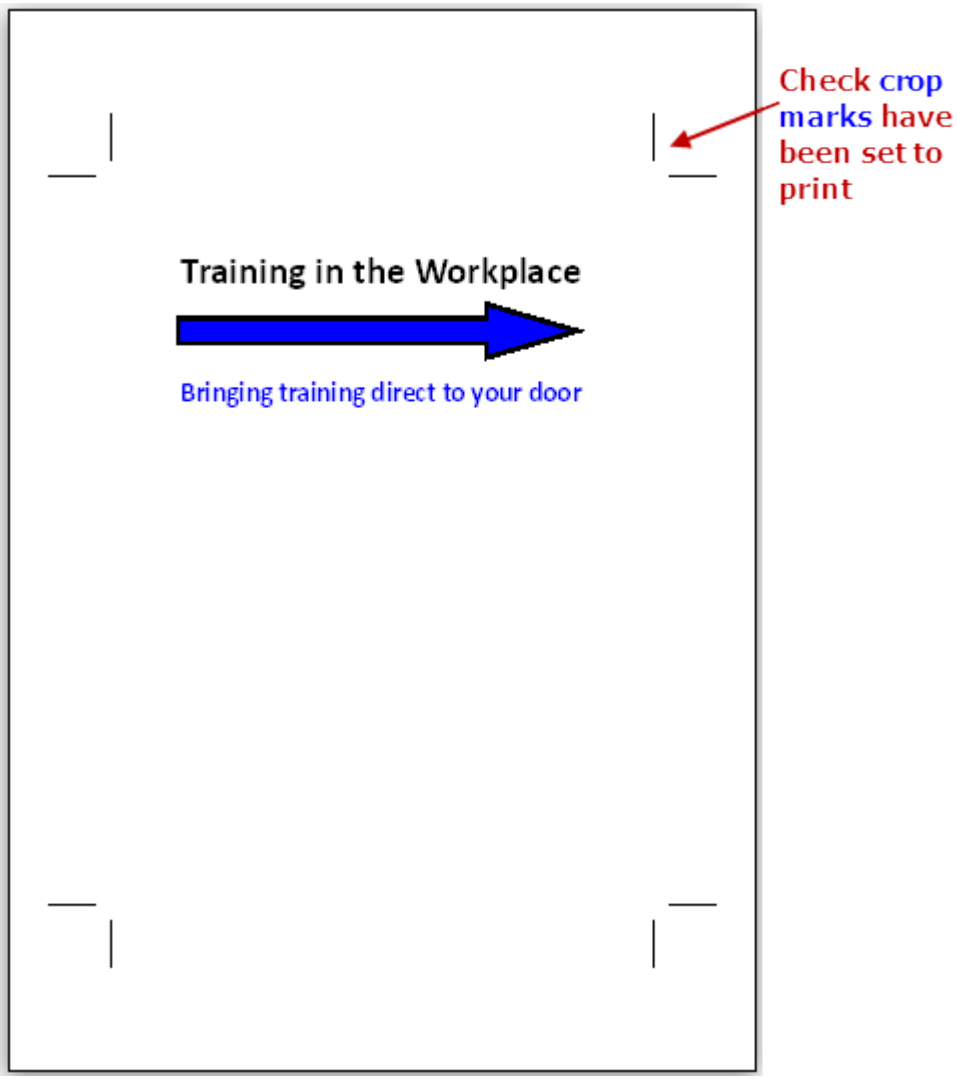
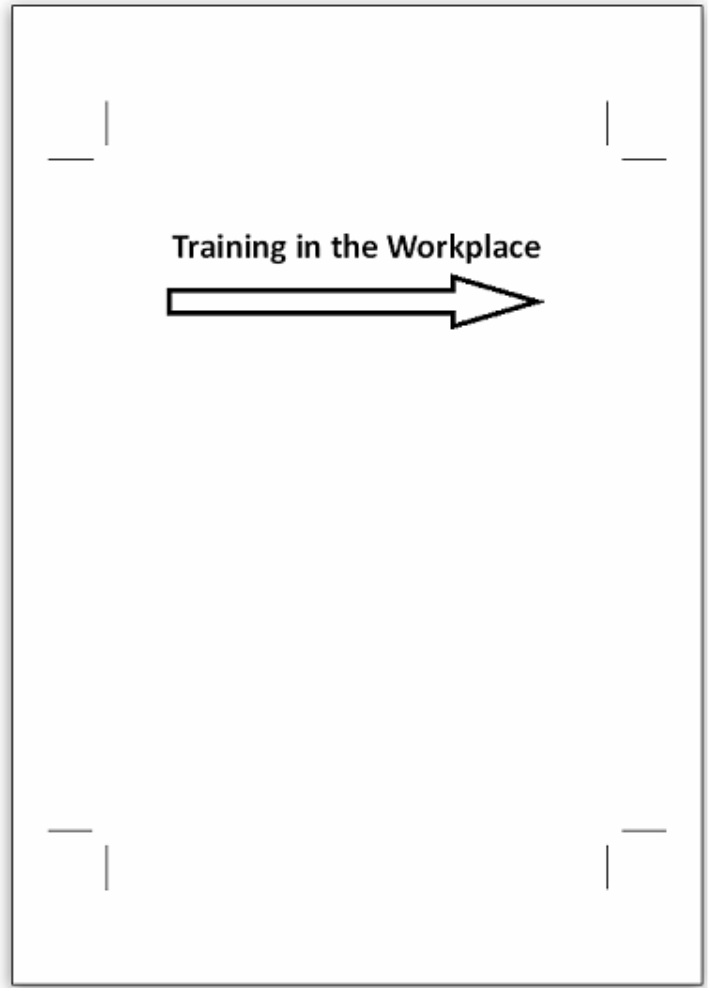
Task 2 – the composite printout with crop marks for the publication **title** and should look like:

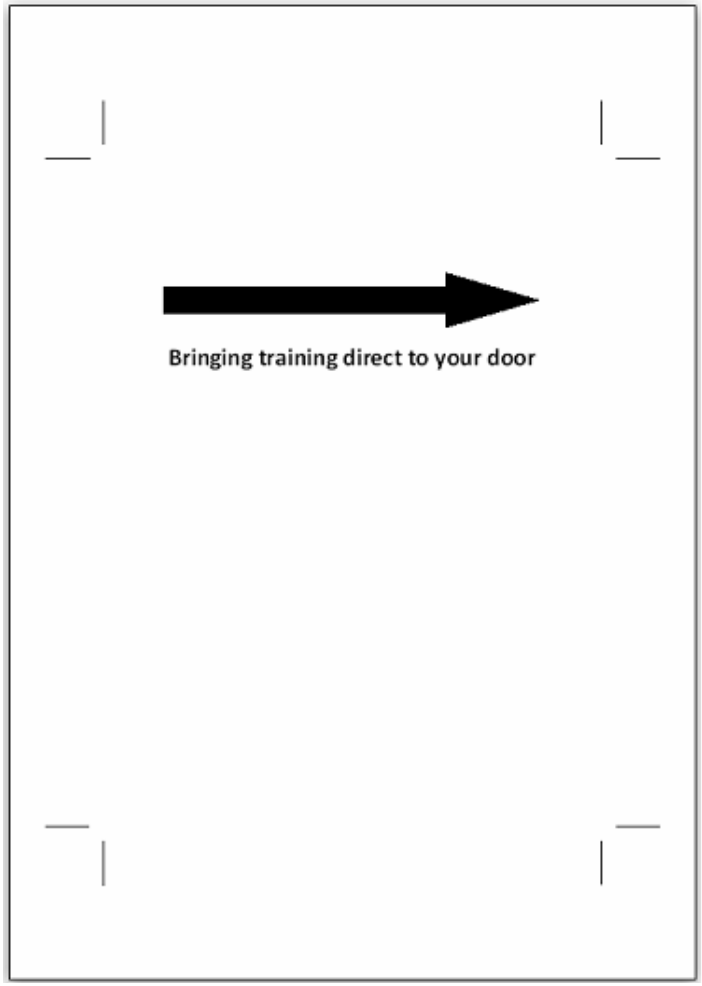


Task 2 – the colour separated printouts should look like:




Check that on this printout only black items are displayed

You may have written the word 'black' on this printout




Check that on this printout only blue items are displayed

You may have written the word 'blue' on this printout

NB: The printout will show the blue items in a black colour if you have a black & white printer