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OVERVIEW

What is an L&D Office?

Primarily for Businesses who wish to have access to a training and development function without the costs or need to employ a complete team full time, the Learning & Development office is a very practical option.

This is not an actual office per se, instead it exists as a learning and development function, tailored to your requirements in order to manage the training and assessment function for your business, for a short term or long term project.

Houghton & Mackay will create and maintain the training records, design training resource and come into your business to perform training and assessments. In addition, and most importantly, embed a core assessment strategy into your training program or curriculum.

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Initial Consultation

There is an initial consultation fee of £850, which includes a face to face meeting, a review of your requirements and objectives, including session or curriculum design options, visit to your site, method of execution, training record keeping and management options. Not forgetting the importance of assessment in its many forms too.

Clients who show interest in this service will also be sent a detailed questionnaire to fill out. Following consultation, a summary is provided with a bespoke offer, including costs, proposed framework and options.



SETTING UP

Once the specifics are agreed, the next step is to begin engagement to set up the function in line with your expectations and training needs. This includes:

- ✓ Creating a confidential register of learners
- ✓ The formulation of training records and competencies
- ✓ Obtaining, researching and developing content
- ✓ Designing a Curriculum and accompanying training resources
- ✓ Publishing and printing bespoke training material
- ✓ Creating an assessment strategy in line with your objectives
- ✓ Executing training sessions, observations or courses
- ✓ Recording outcomes and analysis against your processes

Any resource designed on your behalf will be produced under license and carry the Houghton & Mackay name. Such content will remain exclusive to your organisation and not sold to third parties.

INTELLECTUAL PROPERTY & PROCESSES

Through the execution of services carried out by representatives of Houghton & Mackay, any information pertaining to the ideas, processes, structure(s), branding or any other valuable data which is witnessed or comes into possession will be used solely for the purposes for which they have become known, being for analytical, research, or training services.



Contact:

For further information. An initial response will be sent within 24 hours:

info@houghtonandmackay.com

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