



In-Tray Exercise

Reference: In-Tray 07

Correspondence from: 'E'

Addressed to: CEO StipTrain

Subject: Nominations

We are concerned about frequent complaints we get about poor nominations for training. This is something of general concern and not directed at StipTrain. Indeed, we are so impressed by the progress you are making with EoT that I am writing to seek your advice.

The problem that concerns us most are nominations for courses at government-supported training institutions. Trainers complain that all too often people with confirmed nominations don't turn up, and some that do are not suited to the training being provided. This is demotivating for the trainers and irritating for the people who do want to learn. Also, we believe, the government is wasting a large proportion of its training budget.

Obviously, this is a major issue for government policy and administration. Nevertheless, your experiences of running effective, well-attended courses may offer hints about what we should be doing to improve the situation. Your views, off the record and unattributed, would be appreciated.

EoT StipTrainer (you) *Please come up with some ideas that I can include in a reply. Note their last sentence - don't hold back your views, however unpalatable they may be!*