Informa Standards for Global Best Practices in Training Courses

This charter outlines the foundational standards for Informa Connect Academy to ensure global best practices in training course design, delivery, and evaluation. By adhering to these standards, the Academy can maintain high-quality, inclusive, and effective learning experiences.

1. Programme Design

- **Alignment with Workforce Needs**: Reference 3-5 recent, non-commercial sources to address current workforce needs.

- **Delivery Material Appropriateness**: Ensure materials are suitable for the learner level and aligned with learning objectives.

- **Learning Objectives Integration**: Objectives must be covered in the material and evaluated in post-course assessments.

- **Programme Duration**: Learning objectives must be achievable within the allocated time.

- **Collaboration and Group Learning**: Include opportunities for interactive group learning.

- **Trainer Competence**: Trainers must demonstrate relevant qualifications and experience.

2. Knowledge Transfer and Retention

- **Practical Knowledge Transfer**: Incorporate challenges and applied learning activities for real-world scenarios.

- **Instructional Techniques**: Use diverse methods to engage learners effectively.

- **Adaptive Learning**: Ensure materials are updated to reflect emerging practices.

- **Learning Retention**: Structure knowledge for optimal retention using effective techniques.

- **Feedback Mechanisms**: Use learner feedback to adapt and reinforce content.

3. Diversity, Engagement, and Reflection

- **Diversity and Inclusion**: Account for diverse learner backgrounds (e.g., age, gender, culture).

- **Methods of Engagement**: Foster open dialogue and active participation.

- **Active Discussions**: Facilitate discussions between learners and trainers.

- **Real-World Application**: Integrate case studies to apply theoretical concepts.

- **Reflection on Learning**: Encourage learners to reflect on takeaways and plan application of new knowledge.

4. Evaluation and Continuous Improvement

- **Alignment of Assessments**: Ensure assessments align with learning objectives.

- **Continuous Improvement**: Capture learner feedback to refine curriculum and delivery.

- **Compliance**: Ensure materials comply with copyright and ethical standards.