

Tips to get the best out of your ILX Training

In this note we look closely at the ways you can improve your experience of ILX training.

An approach in three points:

1. Pre-training
2. During
3. Post-training

1. Pre-training: a large part of your success resides in how you prepare

Preparation is indeed critical as in any project. First of all, let's address some relatively simple questions:

- **What would I like to learn?**

It is necessary to try to be as precise as possible (taking into account the fact that it is difficult to have certainties on a subject which we do not know yet). If we attend training, it is generally to discover a new domain, acquire or perfect a skill, learn to use new tools, processes or methods.

- **Why? Am I ready?**

What are my **motivations** for this training? Will it be useful in the **relatively close future**? Try and avoid any specialized training which you cannot put into practice in the coming 3 months. This allows you to start to prepare the "post training" phase.

Other important criterion: **pre-requisites**. Do I have the experience and the necessary knowledge so that this learning can be beneficial? If I attend a PRINCE2® training course without the required experience and without having done any preparation, there is a strong risk that it'll be of little value.

Another question to ask yourself before deciding to take the course: Considering my workload, is the **timing** convenient to undertake this training course?

2. During the class: focus and concentration

- **Practical tips**

1. Turn off your phone
2. Avoid checking your emails half an hour before the beginning of the classes to avoid having anything else on your mind.
3. Take precautions to **avoid any non-absolutely critical interruptions**

Periods of training are rare. It is important to take advantage of these by dedicating yourself 100%.

- **Taking in the content**

How best can you take in the content?

1. Take notes
2. Ask questions
3. Referring to textbook
4. Applying what you are learning to real life situations

- **Keeping an open mind**

When training in something that is new to you it is important to remember to keep an open mind. Being open to new ideas and approaches will allow you benefit more from the teaching and also develop a wider range of skills and knowledge.

It is not rare during classes to learn things which you did not expect to: training can not only provide you with technical gain but also with other attributes such as presentation, teamwork and other social skills.

3. After: how to really benefit

- **Practice**

Creating time to practice the knowledge you have recently acquired is key to your success in the exams. Revision of what you have been taught allows you to refresh the content within your own mind and will help achieve better retention.

- **Personal work**

It is rare that a class will provide all the methods and techniques that best suit your learning style. Personal study allows for you to, in your own way, go over the parts of the topic you found difficult and study them in more detail. It also allows you to explore further the areas that you found interesting.

- **The network**

Use your time in training as an opportunity to get to know new people. Take time to ask your trainer questions and to network with your fellow delegates.

These links can benefit you in many ways. It will enhance the experience you have of the training and allow you to learn as part of a group. The friends and contacts you develop can also be useful you in the future as you will know a greater circle of PRINCE2 qualified individuals who are likely to be taking similar career paths to you.