

## 10 things to look out for when choosing a training venue

Here are some things you need to consider when choosing a venue for your training:

1. **Technical Support** – This is what we consider to be one of the most important aspects when it comes to hiring a computer training room because lack of this when there is a problem will ruin the entire session. Ensure there is always a technical support person available on-site to support the classroom/presentation systems and networks during any event.
2. **Accessibility** - Is the venue easy to get to? Is it easily accessible by public transport? Is it near a major train or tube station? NEVER ever compromise on location especially in the cities where driving and parking can be problematic
3. **Good value for money** – Are you being charged for items you do not need because the price is all inclusive? Why pay for biscuits, tea or coffee if you do not need it? Remember nothing is free even the water has been built into the price of the room...so forget all those gimmick of free coffee, tea etc. Also, remember that the most expensive is not necessarily the best!!!
4. **Flexibility** – How flexible is the training centre? What is the cancellation term? Are you allowed to reschedule your booking instead of losing your money if you have no delegates to attend your scheduled course?
5. **Fit for purpose** – You have all heard the saying “don’t buy a professional camera for an amateur photo”. Does the venue match the expected delegates? Is the venue quiet enough? Conducting a training session on the high street is no brainer!
6. **On site refreshment** – This is very important as the food must be good to enhance the whole training experience. Can you get hot lunch or good quality sandwiches?
7. **Friendly Reception** – Are your delegates received when they arrive? Are the staff friendly and welcoming or do they look like people that wished they never turned up to work?
8. **Car Parking** - Make sure the venue has its own car park especially for disabled people.
9. **Show round** – If possible, go and visit the venue to ensure it matches your expectation.
10. **Fresh air** – This may sound unusual but having a park or grounds next to your venue where delegates can walk around also contributes to an uplifting training session. Also, ensure each room has natural day lighting.

### **About The Training Room Hire Company**

Established in 1997, The Training Room Hire Company was founded specifically to provide well equipped IT training rooms / training facilities / conference room hire and training venues for freelance trainers, training companies and companies who have a short to medium term IT training facility requirement. We are proud to be the first training hire company in the UK to introduce a **risk free, no cancellation fee policy.**