

When to use Public or In-house Training

Classroom training courses delivered by third parties can be run on either an 'open' or a 'closed' basis:

- **Open** courses can be attended by anyone who pays the per-delegate charge.
- **Closed** courses are restricted to delegates from just one company, which pays a flat fee to deliver the course, no matter how many people attend ¹.

Closed courses nearly always work out cheaper, provided you have enough delegates. You need to find out where the break-even point is (that is, how many open course delegate fees equal the closed course cost), and make sure you have enough delegates to comfortably exceed that number.

That's the main economic argument, however there are other considerations:

- Open courses are completely generic (standardised), but closed courses can be tailored to your organisation, which may be an advantage.
- Open courses are often run in a number of different centres around the country, typically running several times a year. If timeliness of training is a priority, open courses may allow you to train someone sooner than having to wait for a closed event to be arranged.
- If you have a small number of delegates dispersed over a wide area, you may be able to send each delegate to an open course in a local location. This might save you significant travel and overnight accommodation costs.
- Some courses require specialist equipment or facilities which cannot be moved around, so your delegates will have to travel to their nearest training centre.

If you have a requirement and can't decide which is the best route for you, contact us on **0844 630 9110** or email **info@MyTrainingExpert.com**

¹ Open courses are sometime also referred to as 'public scheduled', and closed courses are sometimes called 'in-house'