



Time For...

...Developing Your People, ...Improving Your Business

www.timefor.co.uk

Managing People for Success Training Course

Thursday 25th October 2018

Course Fee: £120.00 + VAT

Linlithgow
West Lothian, Scotland



Course Overview

A thought provoking event, covering the techniques and approaches that managers, at all levels, can adopt in order to encourage effective behaviours in the workplace.

Using a combination of presentations, practical activities and discussion lead sessions, delegates will become better equipped to deliver success, and be more confident about their role within their business environment as a manager.

What's The Job? Positive Behaviours Communication Skills
Feedback 121's Reviewing Performance Coaching & Mentoring
Delivering Success It's A Task Personal Development Plans

What Our Delegates Have Said

"I now have better tools to help our team to become considerably more effective"

"Looking forward to adopting much of what we talked about today into our workplace"

"We now have a far stronger idea about where we can make significant improvements"

Book Your Place Today

To book your place complete the attached application & email it to neil.middleton@timefor.co.uk

To enquire further: email neil.middleton@timefor.co.uk or call us on 01506 841 628

Time For Bespoke Solutions Ltd
www.timefor.co.uk

Herkimer House, Mill Road Enterprise Park, Linlithgow, West Lothian, EH49 7SF

Delegates Application Pack

Managing People for Success: 25th October 2018

'A thought provoking event, with lots of open discussion about the techniques and approaches managers can adopt, leading to effective behaviours & success'

We are pleased to offer you this event, which will be delivered from our training centre in Linlithgow, West Lothian. [The training location](#), in the Central Belt of Scotland, is ideally situated for those travelling by car (5 mins from M9), rail (Linlithgow Railway Station) or air (Edinburgh Airport). The course offers a range of key learning opportunities for delegates wishing to gain a greater understanding about managing individuals and teams. Our trainer is very experienced in this subject, having successfully managed teams himself, as well as authoring [The Effective Ecologist](#) which covers some of the material discussed during the course.

Course Tutor: [Neil Middleton](#) (Managing Director, Time For Bespoke Solutions Ltd). For more information about Neil please visit his [LinkedIn profile here](#)

Course Location: Time For, Herkimer House, Mill Road Enterprise Park, Linlithgow, EH49 7SF

Timing: Thursday 25th October 2018, starting at 09:30hrs & ending at 16:30hrs

Required Experience of Delegates Attending: No prior experience of the subject is required

Catering Provided: Light Buffet Lunch & Refreshments (Tea & Coffee) during Breaks

Overnight Accommodation: Not provided. An internet search in the vicinity of our postcode (EH49 7SF) should provide a good choice of B&B, guest houses & hotels in or close to Linlithgow.

Course Fee: £120.00 + VAT = £144.00 gross (Payable in Advance)

To book your place, please email or telephone to confirm availability, then complete this Application Form and send it to neil.middleton@timefor.co.uk. Upon receiving your application we will invoice you for the course fee as advertised. Thereafter you can make payment to us by BACS, credit card or cheque (details will be included on the invoice).

To find out more about what we do, visit our website: www.timefor.co.uk

Important Additional Notes:

- (1) If for any reason the organisers have to cancel the course or change the proposed dates, any money paid to us will be refunded in full. If once booked you are unable to attend, your course fee is not refundable, unless we are advised at least 10 full working days before the event is due to take place, in which case a refund of 50% can be given. In the event of you booking, but being unable to attend, we are happy for you to transfer your space to someone else without further charges applying, provided we are advised of the replacements details at least 48 hours in advance of the course taking place.
- (2) Delegate numbers have been restricted, thus ensuring that you have the opportunity for good dialogue with our presenters/facilitators and achieve the most from the event.
- (3) This event is classroom based, and therefore it is not anticipated that you will be undertaking practical activities outside.
- (4) Full details (i.e. Joining Instructions) of course location, final agenda etc. will be issued approx. 3 weeks prior to the course start date.
- (5) In the event of any queries please contact: Neil Middleton, Time For Bespoke Solutions Ltd, Herkimer House, Mill Road Enterprise Park, Linlithgow, West Lothian, EH49 7SF
Tel: 01506 841 628 / Mobile: 07877 570 590 / Email: neil.middleton@timefor.co.uk

Managing People for Success: Application/Booking Form
Thursday 25th October 2018, Linlithgow, West Lothian

Full Name			
Name of Employer (if relevant)			
Date of Birth		Sex	<input type="checkbox"/> Male / <input type="checkbox"/> Female
Address (inc postcode)			
	Postcode		
Invoicing Details (if different to above)	Purchase Order Number if applicable: Company Name: Address:		
	Postcode		
Telephone Contact Numbers	Home :	Work :	
	Mobile :		
Email Address			
	May we share this with other course delegates? <input type="checkbox"/> Yes / <input type="checkbox"/> No		
Details of Special Dietary Requirements			
Details of any medical conditions that we should be made aware of			
To Book Your Place email or telephone to confirm availability and then send us your completed application. To reserve your place contact Neil Middleton by email or phone as follows: Email: neil.middleton@timefor.co.uk Tel: 01506 841 628 Mobile: 07877 570 590	Course Fee: £120.00 + VAT = £144.00 (inc VAT) Note: Please refer to the Important Additional Notes of this application pack. We accept payments by BACS or cheque. If you wish to pay by BACS transfer or Credit Card please let us know (inc Purchase Order number if relevant) and we will invoice you accordingly. Cheque for £ herewith enclosed Please send me an invoice (details included above) Cheques should be made payable to: Time For Bespoke Solutions Ltd and sent to: Time For Bespoke Solutions Ltd Herkimer House Mill Road Enterprise Park Linlithgow West Lothian EH49 7SF		
Please give a brief background of any experience you have to date relating to the course subject you are attending			
Please give a brief summary of what you hope to gain from this course, including a note of the areas being covered that interest you most			