



# Time For...

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

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## **The Effective Ecologist** ***Delivering Success in Your Office Environment***

**Tuesday 10<sup>th</sup> April 2018**

**Course Fee: £65.00 + VAT**

**Linlithgow**  
**West Lothian, Scotland**



### **Course Overview**

A highly participative event, covering beneficial skills and techniques that can greatly assist ecologists, at all levels, to perform more effectively.

There are so many technical aspects to an ecologist's role that are covered thoroughly during their journey, commencing with further education and then, hopefully, leading on to a successful career. The challenge for many, at all levels, relates to the hugely beneficial non-technical skills required as they are expected to perform effectively within teams and deliver results at a high standard, and to tight deadlines.

#### **Subjects Covered During The Course:**

*What's The Job?   Effectiveness in Your Workplace   Personal Impact*  
*Communication Skills   Time Management   Delivering Tasks to Deadlines*  
*Receiving Feedback   Managing Project Deliverables   Is The Job Done?*

After the event, each delegate can, if they so wish, have a 121 session with Neil Middleton relating to any aspect of their role that they require specific guidance about.

#### **Book Your Place Today**

To book your place complete the attached application & email it to [neil.middleton@timefor.co.uk](mailto:neil.middleton@timefor.co.uk)  
To enquire further: email [neil.middleton@timefor.co.uk](mailto:neil.middleton@timefor.co.uk) or call us on 01506 841 628

**Time For Bespoke Solutions Ltd**  
[www.timefor.co.uk](http://www.timefor.co.uk)

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

## Delegates Application Pack The Effective Ecologist: 10<sup>th</sup> April 2018

*'A highly participative event, covering beneficial skills and techniques that can greatly assist ecologists, at any level, to perform more effectively within their business environment'*

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 become more confident in the non-technical aspects of their role. This event will be both educational and enjoyable.

**Course Tutor:** [Neil Middleton](#) (Managing Director, Time For Bespoke Solutions Ltd), and the author of '[The Effective Ecologist](#)'. 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:** Tuesday 10<sup>th</sup> April 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:** £65.00 + VAT = £78.00 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](mailto: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](http://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](mailto:neil.middleton@timefor.co.uk)

**The Effective Ecologist Training Course: Application/Booking Form**  
**Tuesday 10<sup>th</sup> April 2018, Linlithgow, West Lothian**

<b>Full Name</b>			
<b>Name of Employer (if relevant)</b>			
<b>Date of Birth</b>		<b>Sex</b>	<input type="checkbox"/> Male / <input type="checkbox"/> Female
<b>Address (inc postcode)</b>			
	<b>Postcode</b>		
<b>Invoicing Details (if different to above)</b>	Purchase Order Number if applicable: <b>Company Name:</b> <b>Address:</b>		
	<b>Postcode</b>		
<b>Telephone Contact Numbers</b>	<b>Home :</b>	<b>Work :</b>	
	<b>Mobile :</b>		
<b>Email Address</b>			
	May we share this with other course delegates? <input type="checkbox"/> Yes / <input type="checkbox"/> No		
<b>Details of Special Dietary Requirements</b>			
<b>Details of any medical conditions that we should be made aware of</b>			
<b>To Book Your Place</b> email or telephone to confirm availability and then send us your completed application.  <b>To reserve your place</b> contact Neil Middleton by email or phone as follows:  Email: <a href="mailto:neil.middleton@timefor.co.uk">neil.middleton@timefor.co.uk</a>  Tel: 01506 841 628 Mobile: 07877 570 590	<p><b>Course Fee: £65.00 + VAT = £78.00 (inc VAT)</b></p> <p><b>Note:</b> Please refer to the Important Additional Notes of this application pack.</p> <p>We accept payments by BACS, credit card or cheque. If you wish to pay by BACS or credit card please let us know (inc Purchase Order number if relevant) and we will invoice you accordingly.</p> <p><b>Cheque for £                      herewith enclosed</b> <b>Please send me an invoice (details included above)</b></p> <p>Cheques should be made payable to: <b>Time For Bespoke Solutions Ltd</b> and sent to:</p> <p>Time For Bespoke Solutions Ltd Herkimer House Mill Road Enterprise Park Linlithgow West Lothian EH49 7SF</p>		
<b>Please give a brief background of any experience you have to date relating to the course subject you are attending</b>			
<b>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</b>			