

## **MAD Learning 2012 - Course Booking Form**

To book places on a MAD Learning course, please complete the form below and either scan and email to [elly@becdevelopment.co.uk](mailto:elly@becdevelopment.co.uk) or send a hard copy to: Elly De La Rue Browne, Bec Development Ltd, Retford, London Road, East Grinstead, RH19 1QF

### **2012 Courses:**

<b><u>Course Title</u></b>	<b><u>Course Length</u></b>	<b><u>Facilitator</u></b>	<b><u>Course Date</u></b>	<b><u>Price x 1 person</u></b>
How to... be an Internal Trainer	1 day	Helen Tiffany	Thurs 23 Feb	£ 575
How to... Optimise Pitching through Story-Telling	1 day	Greg Keen	Wed 04 April	£ 575
How to... have Great Ideas	½ day	Nick Hammond	Wed 16 May	£ 275
How to... get the Most out of Appraisals	½ day	Helen Tiffany	Thurs 21 June	£ 275
How to... get the Best from your People	1 day	Amy Savage	Wed 25 July	£ 575
How to... Maximise the Digital Space	½ day	Anne Caborn	Tues 18 September	£ 275
How to... Coach in the Workplace	1 day	Helen Tiffany	Thurs 25 October	£ 575
How to... Negotiate and get Good Deals	½ day	Greg Keen	Tues 4 December	£ 275

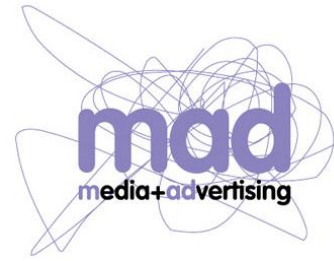
To find out more about the facilitators or other courses, visit [www.becdevelopment.co.uk](http://www.becdevelopment.co.uk)

- Full day courses cost £ 575 per delegate or £ 525 for 3 sessions / delegates
- ½ day courses cost £275 per delegate or £250 for 3 sessions / delegates
- If you have more than 3 delegates for a particular course, please contact Bec Development to discuss. We would be happy to run an in-house course in this instance instead.
- All ½ days courses will run 9.30am – 1pm with a mid-morning break. All 1 day courses run 9.30 am – 5pm, with a lunch and breaks mid-morning and mid-afternoon.

All prices are exclusive of VAT.

### **What is included:**

- The price includes: -
  - 1 day or ½ day course facilitated by our expert trainers
  - Central London training venue
  - Unlimited refreshments for ½ day courses
  - Lunch included on 1 day courses
  - Memory sticks with presentation contents
  - Comprehensive hand-outs



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### **Booking details:**

Please complete details below of courses you wish to book, including details of delegate names (NB. Where a delegate cannot attend, substitutes are accepted):

<b>Course Title &amp; Date</b>	<b>Delegate Name</b>	<b>Title</b>	<b>Email Address</b>

### **Contact details of authorised budget-holder:**

*I agree to abide by the terms and conditions as detailed below:*

Name:

Signed:

Title:

Company:

Tel No:

Email:

Date:

### **Contact details of invoice recipient (if different from above):**

Invoice contact name:

Email:

Tel No:

Purchase Order No:  
(if applicable to your company)

Address:

### **Terms and Conditions of Booking:**

- All booking applications to be submitted on 2012 MAD Learning booking form.
- Cancellation at least 6 weeks in advance of course – no fee charged.
- Cancellation between 4 and 6 weeks in advance – 50% of fee charged.
- Cancellation between 2 and 4 weeks in advance – 75% of fee charged.
- Cancellation less than 2 weeks prior to course – 100% of fee charged.
- All bookings are bound by these terms and conditions.