

TERMS OF BUSINESS CONTRACT

Service - What's Included

- A preliminary discussion to determine whether I am able to deliver the service you require as a commissioner.
- I will provide a Draft Training Programme/Consultation Document for approval. This will include the aims and objectives of the session/s and my intended teaching style/approach.
- Once the Programme is agreed, a letter confirming the commission will be sent to you.
- I will provide a Summary Document after the Session including:-
General anonymised quotes from participants as Feedback
Themes from the Session
Suggestions for Action Planning.
I will include comments from my Service Evaluation Form
- I will discuss room, equipment and materials requirements prior to the session.
- I would like to have some basic information about the participants to help me structure the session, for instance, anticipated numbers attending, whether the participants know each other/work closely together, a general view of their existing knowledge base and skills.

PAYMENT

I require 50% of the agreed fee prior to the session, once the letter of confirmation has been received.

Final settlement is expected after the Summary Document is received.

CANCELLATION POLICY

There will be a 50% charge of the agreed, remaining fee if the contracted work is cancelled within a week's notice.