

Business Skills Workshops

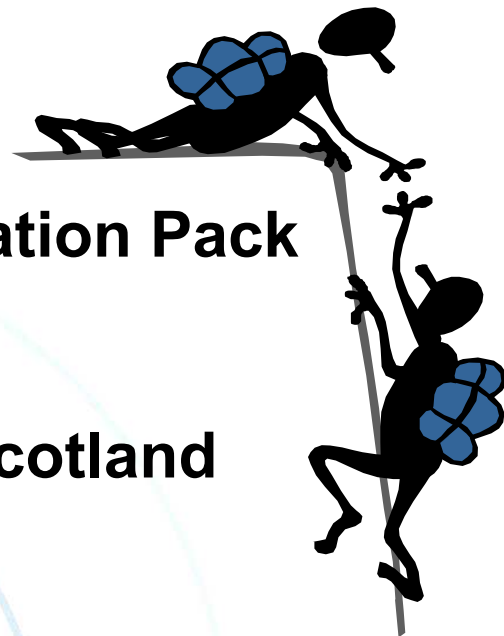
Business Planning & Marketing Skills

Presentation Skills (Design & Delivery)

Negotiation Skills

2009 Application Pack

Falkirk, Scotland



Delivered by:

ECHOES Ecology Ltd

www.echoesecology.co.uk

In association with:



www.timefor.co.uk

Business Skills Workshops 2009

Delegates Application Pack

Business Planning & Marketing Skills

Presentation Skills (Design & Delivery)

Negotiation Skills

Thank you for expressing an interest in these workshops. These events will offer a range of key learning opportunities for delegates wishing to acquire more skills and confidence in the subjects catered for. For more details see below or if you would like to discuss the course content in more detail please feel free to phone for more information.

To book your place please email or telephone to confirm availability, and then complete the Application Form (Page 2), indicating which course(s) you wish to attend and send it to us with your deposit.

Business Planning & Marketing Skills

Falkirk, Scotland, 27.01.09 (Tues)

This course starts at 09.30 on the 27th January 2009 and ends at 16.45

Do you wish to acquire a broader appreciation of the non-financial components of business planning? This event will introduce a number of tools and techniques that can be used to gain a better understanding of your business and present your products to the marketplace.

Cost - £195.00 plus VAT including refreshments, lunch and course material.

Presentation Skills (Design & Delivery)

Falkirk, Scotland, 10.02.09 (Tues)

This course starts at 09.30 on the 10th February 2009 and ends at 16.45

Do you want to improve your ability to design and deliver effective presentations in a professional manner? This event covers the effective use of PowerPoint, preparation techniques and using your own strengths to your advantage when delivering material to audiences. During the event each delegate will have the opportunity to deliver a short presentation and receive constructive feedback.

Cost - £165.00 plus VAT including refreshments, lunch and course material.

Negotiation Skills

Falkirk, Scotland, 04.03.09 (Wed)

This course starts at 09.30 on the 4th March 2009 and ends at 16.45

Would you like to be better equipped when carrying out business discussions with your clients? The skills and techniques behind successful negotiation can assist greatly with achieving practical solutions. This event is an opportunity to understand and discuss negotiation techniques suitable for your business needs. As we work through some case studies it will also offer the chance to practice the acquired skills in a safe environment.

Cost - £165.00 plus VAT including refreshments, lunch and course material.

Training Courses 2009 – Business Skills Booking Form

Full Name			
Name of Employer (if relevant)			
Date of Birth		Sex	Male / Female
Address (inc postcode)			
		Postcode	
Telephone Contact Numbers		Home :	Work :
		Mobile :	
Email Address			
		May we share this with other course delegates? Yes / No	
Details of Special Dietary Requirements			
Details of any Medical Conditions that we should be aware of			
Business Skills Events - Please tick the box next to the course(s) you wish to attend			
<input type="checkbox"/> Course Title: Business Planning & Marketing Skills Course Date: Tuesday 27 th January 2009		Total Course Fee - £195.00 + VAT(17.5%) = £229.13 Booking Deposit - £50.00 + VAT = £58.75 due now Balance of £145.00 + VAT = £170.38 due on or before 01.01.09	
<input type="checkbox"/> Course Title: Presentation Skills (Design & Delivery) Course Date: Tuesday 10 th February 2009		Total Course Fee - £165.00 + VAT(17.5%) = £193.88 Booking Deposit - £50.00 + VAT = £58.75 due now Balance of £115.00 + VAT = £135.13 due on or before 10.01.09	
<input type="checkbox"/> Course Title: Negotiation Skills Course Date: Wednesday 4 th March 2009		Course Fee - £165.00 + VAT(17.5%) = £193.88 Booking Deposit - £50.00 + VAT = £58.75 due now Balance of £115.00 + VAT = £135.13 due on or before 04.02.09	
To Book Your Place email or telephone to confirm availability and then send us your completed application with your deposit. To reserve your place contact Jenny Diack by email or phone as follows: jenny.diack@echoesecology.co.uk 0870 234 0002		Cheque for £_____ herewith enclosed Cheques should be made payable to: Echoes Ecology Ltd and sent to: Unit 29, Haypark Business Centre Marchmont Avenue Polmont Scotland FK2 0NZ For payments by BACS, please ask us for details	
Please give a brief summary of what you hope to gain from this course/these courses, including a note of the areas being covered that interest you the most.			

Important Additional Notes

- (1) If for any reason the organisers have to cancel a course or change the proposed dates any money paid to us will be refunded in full. If once booked you are unable to attend the deposit is not refundable, however you may be able to transfer your place to someone else within your organisation. Any balance of money, over and above the deposit, paid towards a course is refundable provided we are advised, at the latest, 28 days prior to the course start date. After this date it will not be possible to make any refunds whatsoever. This is to ensure that the course continues for the benefit of our other delegates.
- (2) Delegate numbers have been restricted, thus ensuring that you get opportunities to have good dialogue with our presenter and get the most from the event. We suggest reserving your place ASAP to avoid disappointment.
- (3) You will be asked to bring the following items along with you:
 - Information requested as part of your pre-course preparation
 - Notebook
 - Pen
 - Calculator
- (4) Full details of course location/final agenda will be issued approx. 4 weeks prior to the course start date.

In the event of any problems or further questions please contact:

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