

Training Agreement
ADD YOUR ORGANISATION HERE and
Suffolk#WeMatter

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Suffolk#WeMatter**

Content & Approach

Suffolk#WeMatter, has developed a short workshop which is interactive, practice-based and covers a mix of skills, theory and practice.

Flexibility and trust underpin our work and we deliver our training in a facilitative style that is engaging and effective.

We are passionate about our work and are available post course for informal support and information.

Location

Courses are delivered face to face or online, using the Zoom platform or Teams.

Details of how to log on are communicated to the organisation's course organiser or to delegates if contact details have been provided.

Length of Course & Daily Timings

The training is between 2.5 to 3hrs and we can be flexible on times depending on the client needs.

We limit our online training to 14 participants and courses are usually delivered by one trainer.

Costs

This training is free.

Booking Terms

- All contracts formed pursuant to a request for a training course using this Training Agreement shall be subject to Suffolk#WeMatter standard Terms and Conditions and the terms set out therein.
- Where these terms conflict with those standard Terms and Conditions, these terms shall prevail.
- A Written Acknowledgement of Booking will be issued following receipt of a completed Training Agreement.

- Joining instructions will be forwarded to the organisation's course organiser or individual participants prior to the commencement of the course. It is the

responsibility of the organisation's course organiser to provide email contact details of all participants.

- Once a Training Agreement has been received, transfer to an alternative date(s) for the same course content will be at the discretion of Suffolk#WeMatter
 - Cancellations must be in writing and are subject to the following:
 - a. Suffolk#WeMatter recognise that there might be circumstances beyond the control of you or us (e.g., sickness, accident, injury, bereavement etc.) which prevent training sessions taking place at the agreed time. In such circumstances, notice is expected as soon as possible, and the session can be rearranged without penalty to either party.
 - b. Should you choose to postpone any training session you will provide at least 48-hours' notice or forfeit the training delivery.
 - Venue hire: We will ask the organisation booking the training to provide a suitable venue. However, if this is not possible, we will endeavour to secure a venue free of charge wherever possible. Where a venue hire fee is incurred and the training is subsequently cancelled, SWM reserves the right to charge the organisation for any venue costs incurred.
 - Suffolk#WeMatter reserve the right to alter the content, lecturers, timing, and venue of the course for reasons beyond the control of Suffolk#WeMatter.
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Please complete details on the next page and return by email

Organisation Details

Organisation Name	
Organisation Address	
Full Name of Organiser	
Job Title of Organiser	
Telephone Contact	
Email Contact	
Training course	
Date(s)	
Number of participants	
Do any of the participants have any learning or physical needs that we should consider e.g. sight, mobility, hearing, dyslexia, etc?	