

# TRAINING COURSES IN LONDON 2008 BOOKING FORM



Respond can provide training courses externally at your place of work. Courses can be tailor made, and groups should generally be between 8 and 18 people. Some groups may require 2 trainers.

If you would like to see a full list of our training, please go to [www.respond.org.uk](http://www.respond.org.uk)

<b>COSTS per day:</b>		<b>Statutory Organisations</b>	<b>Voluntary Organisations</b>
External training	(1 trainer)	£ 895	£ 775
	(2 trainers)	£1350	£1235
Internal training	(at Respond)	£ 135 per person	£ 120 per person

Internal training courses will take place at Respond or nearby, and refreshments will be provided. After receiving the booking form below, we will write to you nearer the time to confirm the venue and details of the day. Please note that we cannot advise on travel or accommodation arrangements.

**\*\* book 1 person onto an internal course, and a 2nd person can come for half price \*\***

**\*\* book yourself onto an internal course, and attend a 2nd course for half price\*\***

If you would like to take part in one of our courses, please fill out the following details and return to us at:

Respond, 24 - 32 Stephenson Way, London NW1 2HD

**T:** 020 7383 0700 **F:** 020 7387 1222 **E:** [admin@respond.org.uk](mailto:admin@respond.org.uk) **W:** [www.respond.org.uk](http://www.respond.org.uk)

Course name: .....

Name: ..... Job Title: .....

Organisation .....

Address: .....

..... Postcode: .....

Tel: ..... Email: .....

Dietary or any other needs: .....

.....

Payment method: (please tick)  Cheque enclosed  Please send invoice to address below:

Name: ..... Job Title: .....

Funding authority (if necessary) .....

Purchase order no (if necessary) .....

Address: .....

..... Postcode: .....

Tel: ..... Email: .....