



**open and in-house courses**

# Open and In-house Courses

Bringing our training programmes to you

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**“The greatest and most important problems in life are all in a certain sense insoluble. They can never be solved, but only outgrown.”**

Carl Jung

## Giving you a choice

Training providers like us, seem to have a habit of arranging courses either at the wrong time of year, or at the other end of the country! Finding the time to attend a course, as well as funding your travel and overnight accommodation, can often be a barrier to undertaking the professional training that you really need.

We have established a regular annual circuit of high-quality venues in major towns and cities around the UK where we run our open training courses. With strictly limited numbers ensuring a high tutor-to-learner ratio, these events have become extremely popular, and if you are planning ahead, you will notice that we will usually deliver a course in the same town or city at around the same time each year. However, if our dates and locations do not suit your own commitments, we can offer to bring the training to you. The option for an in-house course means that we will deliver any of our training programmes at your regular workplace or at another local venue of your choice, on dates that suit you.

## Saving you time and money

You want to know that you are getting good value for money when you buy training, and that your course does not take up an inordinate amount of your group's time. An in-house course achieves both of these objectives.

We can pass on the savings that we make by not having to market the course, book a venue or arrange catering, meaning that the training fee per learner on an in-house course can work out at less than half, when compared to attending a public course. Furthermore, as our trainer travels to you, there is only one person's travel and accommodation to pay for, rather than your whole group's, and your learners themselves do not have the expense or inconvenience of having to travel any further than their normal place of work. We just ask that you provide a suitable location for the course and look after all of the essential arrangements. We will provide the rest.

## Complete flexibility

Depending on which course you choose, your group might be involved in the training for most of a working week. This can be difficult if their normal working hours become disrupted, or if the organisation then has to arrange staff cover or effectively close down a department for the week. To ensure that this does not become a problem, we can offer to hold our accredited courses over either four or five days, with shorter days on the longer course, at no extra cost. We can also offer to split the course into two blocks: either into 2 + 2 days or 2 + 3 days. Provided the requisite number of hours is completed in total, we can offer total flexibility in how we deliver the programme to you.

Flexibility is also possible in relation to the programme content. Our courses are taken up by a very diverse range of groups and organisations, and we pride ourselves on being able to adapt programmes to particular areas of application. We select a trainer from our team who has experience in working within your area of interest, basing the course around case examples and dispute scenarios that will have relevance to your own learners. We want you to get maximum benefit from training with us and we will work with you to ensure that this happens.

## What next?

- You are welcome to call us to discuss how we could provide your group or organisation with a tailored in-house course. You may find it helpful to speak directly to one of our team of trainers, who can help you to decide if this is the best option for you
- If you would like to meet someone face-to-face, you might like to attend one of our FREE Introduction to Mediation events. Alternatively, we would be pleased to send someone to visit you, completely without obligation or commitment, to have a more comprehensive discussion about how we might work together

# contacting us

Firstly we would like to thank you for taking an interest in our course, and hope that it answered all of your burning questions! If you would like to get in touch please use one of the following ways:

## **Website:** [www.ukmediation.net](http://www.ukmediation.net)

If you require further information concerning course dates, finding a mediator, or if you want to find out more about mediation in general, please visit our website.

## **Booking by phone:** 01773 822222

For those of you that would rather book over the phone, we have incorporated this facility, which makes payment fast and simple. This also allows you to talk to a trainer or adviser before you make the decision to book. Call 01773 822222 to book a course or speak to one of our sales advisors.

## **Booking online:** [bookings@ukmediation.net](mailto:bookings@ukmediation.net)

We can e-mail you a booking form, which can be emailed back to us. We will then deal with it within 24 hours, to ensure that your place is confirmed.

## **Booking by post:** 8 Green Lane, Belper, Derbyshire, DE56 1BY

Alternatively you can complete a booking form and post it back to us. The booking forms can be downloaded online or we can send you one with our information pack on request.

We also accept payment via all major credit and debit cards, to make the transaction smooth for you.

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