

# Team Leader Training Programme

**Get the best out of your managers and the resources and processes that they manage – send them on our print-specific training course run by ViP engineers and BPIF HR experts.**

## Who is it for?

This modular, eight and a half-day course is perfect for managers, supervisors and shift leaders directly responsible for operations within a printing organisation; including pre-press, printing, finishing, receiving, stores, despatch, customer services, accounts and administration.

Having around 10 participants from different companies means that there is dynamic interaction, healthy challenge and networking, that previous delegates have reported as being highly beneficial.

## What is the course about?

The course is made up of four modules of two days each, delivered over several months with a half-day follow up in your own company: a total of 8.5 days. This modular approach ensures that the disruption to your company's operations is minimal and it allows consolidation of the learning, techniques and tactics for the manager in their place of work.

## Key benefits

- Maximise your managers' contributions
- Grow your business
- Increase productivity and cut costs
- Motivate and empower your team

## The programme covers three key areas:

- Management and leadership modules include understanding team roles, how to motivate and delegate, how to manage efficiently, resolving conflict and understanding basic employment law.
- Process modules include how departmental performance relates to company success, waste reduction methods, visual management techniques and improvement cycles.
- Technical modules cover how to develop effective management skills in technical areas

## When and where is it?

The next course starts on 6 February 2007 – see attached booking form for details. Courses are held in central locations convenient for delegates.

## How much does it cost?

The fees are £2,750 plus VAT for 8.5 days training, which includes accommodation and meals: making a cost of only £324 + VAT per day per delegate.

## How to find out more

Contact David Bowden on 07841 213 784 or Graeme Faulkner on 07743 818 791 or e-mail at [david.bowden@visioninprint.co.uk](mailto:david.bowden@visioninprint.co.uk) or [graeme.faulkner@visioninprint.co.uk](mailto:graeme.faulkner@visioninprint.co.uk)



# Team Leader Training Programme Booking Form

Four courses will be run in 2007 – please indicate which one you prefer:

	MODULE 1	MODULE 2	MODULE 3	MODULE 4	DELEGATES NAME(S) & EMAIL ADDRESSES
<b>TLT 4</b>	6 - 7 Feb	6 - 7 March	3 - 4 April	25 - 26 April	
<b>TLT 5</b>	8 - 9 March	11 - 12 April	2 - 3 May	22 - 23 May	
<b>TLT 6</b>	17 - 18 April	8 - 9 May	30 - 31 May	27 - 28 June	
<b>TLT 7</b>	12 - 13 Sept	9 - 10 Oct	30 - 31 Oct	27 - 28 Nov	

Company name: \_\_\_\_\_

Company address: \_\_\_\_\_

Your name: \_\_\_\_\_

Your job title: \_\_\_\_\_

Your e-mail address: \_\_\_\_\_

Delegates Address: \_\_\_\_\_

(If different from above) \_\_\_\_\_

## Booking Terms and Conditions

- Only 12 places in total are available per programme and will be allocated on first-come, first served basis.
- Course fees and accommodation costs (including hotel and all meals) will be £2,750+ VAT per delegate. Delegates will need to pay for their own additional hotel costs (e.g. drinks, telephone, newspapers) and will need to make their own travel arrangements. Travel expenses for the trainers follow-up visits to the companies' sites will be charged extra at cost after the visit
- Payment must be made 50% prior to course commencing, 50% prior to Module 3. Cancellation prior to the event will incur the following charges: if cancelled 28 days or more prior to the date of the first module then 10% of the whole fee will be payable, if cancelled between 14 and 28 days prior to the date of the first module then 50% of the full costs will be payable and if cancellation takes place anytime from 14 days prior to the first module to any point up to the start date or during the programme, then 100% of the costs of the full courses will be payable.
- Full course information will be sent to delegates at least 2 weeks prior to commencement of programme.
- Your booking will be confirmed in writing within 5 working days of receiving this completed booking form.
- Substitutions may not be made once the programme has commenced.
- BPIF / ViP reserve the right to cancel events at it's discretion. When events are cancelled by us full refunds will be given for all course fees paid if alternative dates offered are not acceptable.
- BPIF / ViP disclaim liability for advice given or views expressed by any trainer or in any notes or documents.
- Data Protection: The information you provide on this form will be held and used to provide you with further information on events and other services that may be of interest to you. We may contact you by mail, email, fax or telephone. If you do not wish to receive this information please tick here. Your information will not be passed on to any Third Parties.

**Please fax back completed form on 01676 526 034. Use additional sheets if required**