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# The **F**acilitator's **D**evelopment **P**rogramme

November 2<sup>nd</sup> - 5<sup>th</sup> 2021

*I strongly recommend that you book as soon as possible for this programme as places are limited to a maximum of 10 participants*

<b>Course dates</b>	Tuesday to Friday, November 2 <sup>nd</sup> - 5 <sup>th</sup> 2021.
<b>Arrival times</b>	Either Monday evening or Tuesday morning.
<b>Start &amp; finish times</b>	9.00am Tuesday to 3.00pm Friday.
<b>Course fee (paid to Elements)</b>	£1,500 plus VAT (payable to Elements, full payment of the course fee must be received prior to attending) plus Accommodation, venue costs.
<b>Accommodation, venue costs (paid to the venue)</b>	£695.00 plus VAT, fully residential, arrive Monday pm. £525.00 plus VAT, fully residential, arrive Tuesday am. £350.00 plus VAT, non residential, arrive Tuesday am. Please pay the venue direct! (ie: do not pay Elements for the accommodation/venue costs.) The accommodation/venue costs must be paid to the venue prior to arrival - please ensure that your company are able to facilitate this.
<b>Course venue</b>	<p>The Colloquy, Lyonshall, Kington, Herefordshire, HR5 3JA, tel: 01544 340241, <a href="http://www.thecolloquy.com">www.thecolloquy.com</a>, <a href="mailto:info@thecolloquy.com">info@thecolloquy.com</a>.</p> <p>The Colloquy is a wonderful venue in the Herefordshire countryside, a victorian farming estate modernised tastefully to incredibly high standards, all rooms are en suite. Visit The Colloquy website for photos and further details. It is situated in the West Midlands/ Herefordshire area, west of the M5, junction 6. Location maps and travel directions available from the hotel website <a href="http://www.thecolloquy.com/colloquy_contact.html">www.thecolloquy.com/colloquy_contact.html</a>. or use google maps.</p>
<b>Booking accommodation</b>	We are happy to reserve accommodation at the venue on your behalf, however please note that all accommodation expenses must be settled by you with the hotel prior to your departure.
<b>Cancellation, postponements</b>	<p>If a booked place is either cancelled altogether or postponed to a later course date we will charge a percentage of the course fee depending upon the amount of notice.</p> <p>Less than 7 days notice = 100%, 8-14 days = 75%, 15-21 days = 50%, 22-28 days = 25%, more than 28 days = 0% no charge.</p>
<b>NB:</b>	<b>Please check hotel cancellation policy directly with them! The venue is totally independent of Elements.</b>
<b>Dress</b>	Dress for the course is casual or smart casual.
<b>You need to bring</b>	Pen and paper for taking notes, etc. Any resources you may need for your facilitation practices (excepting flipchart paper, flipchart pens and bluetak)
<b>Course facilitator</b>	Nick Eve.