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

March 5th - 8th 2018

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

Course dates	Tuesday to Friday, November 6 th - 9 th 2018.
Arrival times	Either Monday evening or Tuesday morning (arriving before 8:30am ready for prompt 9:00am start).
Start & finish times	9.00am Tuesday to 3.00pm Friday.
Course fee (paid to Elements)	£1,500 plus VAT (payable to Elements, full payment of the course fee must be received prior to attending) plus Accommodation, venue costs.
Accommodation, venue costs (paid direct to the venue)	£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! Do not pay Elements for the accommodation/venue costs. These costs must be paid to the venue prior to arrival - unless you arrange differently with the venue.
Course venue	The Colloquy, Lyonshall, Kington, Herefordshire, HR5 3JA, tel: 01544 340241, www.thecolloquy.com, info@thecolloquy.com. 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 www.thecolloquy.com/colloquy_contact.html . or use google maps.
Booking accommodation	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.
Cancellation, postponements	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. 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.
NB:	Please check hotel cancellation policy directly with them! The venue is totally independent of Elements.
Dress	Dress for the course is casual or smart casual.
You need to bring	Pen and paper for taking notes, etc. Any resources you may need for your facilitation practices (excepting flipchart paper, flipchart pens and bluetak)
Course facilitator	Nick Eve.