



ELD Training

empowerment, learning, development

TRAINING REGISTRATION

PART A: To be completed by the Participant

1. About You

Title

Mr.

Ms.

Dr.

Family Name

First Names

Name for Certificate - please be careful with spelling: certificates will be printed in advance of the course

Gender

Male

Female

Date of Birth

Contact Email Address

Secondary Email Address

Contact Telephone (Work) - please include area and country code

Mobile Telephone

Facebook

Skype

2. About your Work

Organization / Project

Website

Type of Organization

If other. please specify

Sector

Job Title

Brief Description of Responsibilities

Previous Work Experience

3. Education and Training

Education (highest qualification)

Other Relevant Training Attended in Last 3 Years

4. About the Course

Training Course you are applying for

Location

Start Date

Why have you chosen this course? Please give as much detail as you wish.

Have you attended an ELD Training Course before?

Yes

No

If yes, please give details.

Are you confident in your ability to fully participate in training conducted in English?

Yes

No

Who is paying for the course?

Do you have any specific requirements (e.g. related to health or diet)?

How did you hear about ELD Training?

Please read through the Terms and Conditions before sending this application

I have read and understood the Terms and Conditions

Part B: To be completed by the Participant's Sponsor or Manager

Sponsor Details

If you are paying for the course yourself, please tick here and go to Section C

Choice 1

1. About You

Title

Mr.

Ms.

Dr.

Family Name

First Names

Organization / Project

Website

Type of Organization

Job Title

Contact Email Address

Contact Telephone (Work) - please include area and country code

What skills do you expect the applicant to acquire from the training? How will the applicant use the skills acquired? (Please give details)

Part C: To be completed by the Participant's Sponsor

Payment Information

Preferred currency for invoicing

Preferred method for payment

If other, please explain here

Are there any restrictions that will prevent you from paying the course fee on time?

Email address for invoicing

Name to be invoiced (full name of organization)

If you are entitled to a discount please select the reason here. (See the Terms and Conditions for details.)

Please read through the Terms and Conditions before sending this application

I have read and understood the Terms and Conditions

[CLICK HERE TO SUBMIT THE COMPLETED APPLICATION](#)

or save the document and send as an email attachment to mail@eldtraining.com

Terms and Conditions

Applying for Courses

Applications should reach us 4 weeks before the training start date. We may not be able to guarantee a place if applications are submitted late.

Submitting an application form does not guarantee a place on the course. When we have received your application we will assess your application and let you know whether we think the course is appropriate for you.

If you are accepted on the course and your sponsor has confirmed their support, we will confirm your place by email and send you a confirmation letter and orientation pack.

Fees should be received latest 2 weeks before the training. When fees are received we will send a PDF receipt (a hard copy receipt will be given at the training).

Ten days before the training we will send a final confirmation, only after which you should:

- Book your air ticket
- Book your accommodation
- Get your visa

Payment Terms

After you have registered, payment should be received by us latest 2 weeks before the training start date. Fees should be received in full, and your sponsor will be responsible for any bank charges. Fees can be paid by international bank transfer in most major currencies. If you are not in a position to pay by bank transfer - for example if your country has restrictions on international transfers - please talk to us.

What Fees Cover

Before the Training

- Administration costs
- Advisory services - to ensure you are enrolled on the most appropriate course for your needs
- Confirmation letter
- Assistance with reserving accommodation
- Welcome pack sent prior to the course so you can orient yourself both for the training and for the city you will be visiting

During the Training

- Tuition by expert trainers at a prestigious venue
- Folders, handouts and stationery
- A pen drive containing resource materials to reinforce the learning, as well as training outputs and photographs from the training
- Twice-daily refreshments
- Lunch
- Social evening
- Certificate of achievement (80% attendance required)
- Group photograph

After the Training

- Detailed training report to reinforce the ideas learned
- Access to trainers by email
- Discounts on future courses

What Fees do Not Cover

- Visas
- Transportation or transfers
- Accommodation
- Medical insurance
- Evening meals
- Incidental expenses or per diem

Discounts

The following discounts are available:

- 10% Early Booking discount – if you pay the training fee two full calendar months before the start date
- 10% Group Booking discount – if two participants register and pay together (even if they are for different courses)
- 15% Group Booking discount – if three or more participants register and pay together (even if they are for different courses)**
- 15% Alumni discount – if you have attended a previous ELD Training Course

Changes / Cancellation

If you decide you want to join a different course, you must tell us latest 4 weeks before the training start date. If the new course costs more, you will be required to pay the difference.

Please note that places on training courses are transferable, so if for some reason you cannot attend the course you registered for, you may send a colleague. In this case, we require the application form for the new participant as soon as possible so we can assess the appropriateness of the training for the new nominee.

If you want to cancel your participation within 4 weeks of the course start date there will be the following conditions:

- Less than 4 weeks before the training - we will refund 50% of the fee minus any bank charges
- Less than 2 weeks before the training - we will refund 30% of the fee minus any bank charges
- Less than 1 week before the training or a 'no show' - no refund available

If you cancel due to visa, health or family issues, the above charges will still apply.

In the rare event of ELD cancellation or postponement, we will aim to inform you two weeks before the start date. Participants are responsible for ensuring that ELD mails are not blocked by any mail filter. In event of cancellation or postponement by us, ELD's liability will be limited to reimbursement of the course fee only or a place on a similar training. For this reason we ask you not to purchase air tickets or prepay for accommodation until you receive the final training confirmation from us 10 days before the course starts.

Logistics

Visas

Valid travel documents are the participant's responsibility. If you are traveling to an ELD training course from overseas you may be required to have a valid visa for both the destination country as well as any countries you transit. ELD does not facilitate visas, but will email confirmation letters for course applicants. The confirmation letter does not guarantee a visa automatically, so you will still need to meet the destination country's standard requirements for entry. For most countries the simplest visa to apply for is a tourist visa. Please note that for many countries you will need to have a passport valid several months beyond the intended date of travel.

Accommodation

Courses are non-residential, so arranging your accommodation is your own responsibility. However, we will be happy to assist in finding the right place for you, and the welcome pack you receive four weeks before the course starts will include various suggestions for accommodation for various budgets. Ideally, staying at the training venue is the most convenient, but you can stay anywhere that suits your budget. However, do aim to be within easy reach of the training venue.

Health and Travel Insurance

Participants are responsible for their own health insurance if deemed needed, and ELD will not be liable for any injury or loss incurred during ELD training courses. Please let us know if you have any medical conditions that we need to be aware of in case of any emergency. If you have any health issues during the course, please let the lead trainer know immediately. You will be responsible for any medical bills you may have during the training.

English Language Ability

Our training is conducted in English. Even when local facilitators are working together with our team, we will not use local languages during the training due to the diverse nature of our participants. By submitting your application you acknowledge that you are able to fully participate in the course in English. If we find a participant whose English language ability is so low that it is negatively affecting the training, we reserve the right to cancel that person's participation without refund.

Course Materials

All our course materials are unique and represent a large investment of our time. Apart from all the regular stationery and folders, participants receive both PDF and hard copy of all the slides used in the training. Hard copy can be used for taking notes and all the materials, as well as supplementary materials (such as free ELD Toolkits), outputs from group work and photos taken during the training are given to participants on a pen drive for future reference and self-study.

While we recognize that many participants will share their knowledge when they return to their organizations - and we support this - we do request that if any ELD materials are used for this that our ownership is acknowledged and that participants do not remove / change logos, etc.

Course Timing

Course durations vary according to the course objectives, so see the specific training for exact details. As training is about achieving the set learning objectives (and not about filling in the time), timings can vary according to group size, but a typical training will run from 8.30 until around 16.30, to allow enough free time in the evenings to international participants to explore the new area.

Specific course times - especially the time the training closes each day - can vary according to group size, progress and energy levels. We do, insist, however, on prompt start times - both for starting the day and after breaks / lunch. This respects the other participants and leads to a more efficient and productive day. On most courses we aim to give one free afternoon for sightseeing, as well as a social evening for ice-breaking, and try wrap up early on the final day.

We reserve the right to modify course content and specific timing (but not objectives) as courses are upgraded.

Usually we do not set homework. However, if the trainer thinks it is appropriate (e.g. a task might not be quite finished but energy levels are low), some light evening task may be set on occasion.

When to Arrive

Participants should arrive at the training venue by 8.00 AM on the first day of any course, and international participants should ensure that they do not have to leave early on the final day to catch flights. We strongly recommend that you arrive one day before so you are rested before the training starts. Do not time your flight to arrive early on the morning of the first day - we have seen too often how delayed flights and tired participants can have a negative impact on others.

What to Bring

It's enough on all our courses just to bring enthusiasm and a willingness to learn and participate. Those who can may find it useful to bring a laptop, and, for the following courses – Reporting Skills / Proposal Writing – you should make sure your laptop had Administrator permissions so we can install trial versions of Mind Mapping software for you.

Social Events

We want to make sure you enjoy your time, especially if you are visiting a new city. We will do our best to ensure international participants also get an opportunity to explore the new area, through suggesting cultural activities / sights of interest. However, the cost of any excursions is not included in course fees.

All participants are also invited to a social evening at ELD's cost. This will usually be a diner and some entertainment - typically something either cultural or just plain fun! The exact form of the social evening is decided in a participatory way.

Certificates

On the final day of each course, participants who have attended a minimum of 80% of all sessions and have completed all assignments, if required, receive a Certificate of Achievement.

Privacy Information

Data Protection

All information collected through application forms and via our web site is held in confidence and is not shared with anyone. While we encourage you to sign up to our newslister at our web site so we can keep you updated, we may contact you directly by email either:

- To follow up on the training
- To invite you to participate in any research / evaluations we may be doing of our own work
- To very occasionally announce any major news of interest - not training announcements, but if, for example, we introduce a new service or a new training course, or if we start operations in a new country

Photographs and Video

During the training we may take photographs and video. While usually this is for inclusion in the training report, we may use photographs, video and comments from participants for informational purposes - for example, on our web site or in our brochure. In such cases, we will always endeavour to get the participant's permission prior to use - however, it is not always possible to contact participants if, for example, they have changed jobs. Participants who do give permission for their photographs to be used in this way should tell us on the first day of the training.

Social Media

ELD likes to share news of its activities via social media sites such as, but not limited to, Facebook. This may include training photographs and videos uploaded during the course. These photographs may also be tagged. Participants who object to training photographs being used in this way should tell us on the first day of the training.

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professional development for development professionals