

### Oxfordshire Mind training request

Please return the completed form to [trainingenquiries@oxfordshiremind.org.uk](mailto:trainingenquiries@oxfordshiremind.org.uk)

**Organiser details:**

<b>Contact name and title:</b>	
<b>Organisation/Company:</b>	
<b>Address:</b>	
<b>Telephone number:</b>	
<b>Email address:</b>	

**Please indicate the training you would like to book - the more information you can provide the more we can tailor the course to your particular requirements.** e.g. Are there any specific scenarios you'd like us to cover? What types of roles and responsibilities do the attendees undertake within your organisation? What do you wish to achieve? Are there any current issues that may be affecting the stress levels of your staff? Do you provide an Employee Assistance Programme (EAP) for your staff? etc *(please continue on separate sheet if necessary)*

**Expected number of attendees:**

**Preferred date and time of training:**

1)	2)	3)	4)
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**Location of training:**

Please provide the full address including postcode and information about parking and security.

**What IT facilities will be available for our trainer to connect their laptop:**

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**Will the following equipment will be available:**

Projector and screen?		Audio equipment?		Flipchart stand and paper?	
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**Payment and cancellation policy:**

Invoices are issued following confirmation of training to be delivered – payment must be received at least 14 days prior to the start of the training. Please provide below full details of where the invoice should be sent

Oxfordshire Mind reserves the right to charge the full fee for:

- any cancellations made within two weeks of the start of the training;
- non-attendance; and
- non-completion.

Cancellations must be sent in writing to Oxfordshire Mind at [trainingenquiries@oxfordshiremind.org.uk](mailto:trainingenquiries@oxfordshiremind.org.uk), and are only valid once receipt has been confirmed.

**Invoice details:**

<b>Contact name and title:</b>	
<b>Organisation/Company:</b>	
<b>Address:</b>	
<b>Telephone number:</b>	
<b>Email address:</b>	
<b>Purchase order attached</b>	<i>Yes/No please delete</i>

**I understand there is a fee for the training. I have read, understood, and agree to abide by Oxfordshire Mind's payment and cancellation policy.**

**Name:** ..... **Job Title:**.....

**Organisation/Company:**.....

**Signed:**..... **Date:**.....