

The Manager as Coach

Improved Performance in the Workplace

A compact way of learning comprehensive coaching skills

Booking Form

Open training programmes 2011 in English offered by **enhance** Training and Development and **the training box**

A great value COMPLETE package which covers:		Timing / Dates
Pre-workshop	1h indiv. coaching + leadership questionnaire	4 weeks before Module 1
Module 1 Foundation Level	2 day group workshop (max. 12 participants)	15-16.03.2011 / 7-8.06.2011 / 27-28.09.2011
Implementation Phase	1h individual coaching + hotline support	Between Modules 1 & 2
Module 2 Follow-up	1 day group workshop	9.06.2011 / 29.09.2011 / 19.01.2012
Reinforcement	2 x 1h individual coaching + hotline support	Six week period after Module 2

EARLY BIRD BONUS: -20% BOOK NOW!!

For all enrolments received by 31st January, 2011

Early bird bonus rate: CHF 2,800* Standard rate: CHF 3,500*

* All prices per person and inclusive of course tuition (Modules 1 & 2, material, two coffee breaks per workshop day and lunch), 4 individual telephone coaching sessions and telephone hotline support. Excludes VAT. Special rate available for hotel accommodation if required (room and breakfast) at each participant's own expense.

Please enrol me in the "The Manager as Coach" for the following date (tick selection):

Group sessions will be held in the Geneva area, Switzerland. Individual coaching and hotline support by telephone.

15/16 March & 9 June, 2011 7/8 June & 29 Sept. 2011 27/28 September 2011 & 19 Jan. 2012

Name: _____ Title: _____

Position: _____

Company: _____ Company
VAT number: _____

Address: _____

E-mail: _____ Tel: _____

Signature: _____

I have read the notes and terms below (please tick)

"The Manager as Coach" is also available in French & English as an in-house training programme

Please print out, complete and sign this form and send a scan by e-mail to: maureen@thetrainingbox.eu.com

Or alternatively return by fax to: +41 (0)22 367 2049

Questions and /or enquiries about in-house training? Please call Maureen on +41 (0)79 794 5339

Confirmation of booking required in writing from the client by fax / e-mail. Payment is requested upon receipt of invoice.
Please note that you are only officially enrolled once your payment has been received.

N.B. This programme officially begins with the pre-workshop phase approximately one month before Module 1.

Cancellation fees apply: 8 - 6 weeks before Module 1: 20% 6 - 4 weeks before Module 1: 50%

For any cancellations received after this date, the full fee is applicable.