

# Teamworking

TRAINING COURSE



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## Training Course Summary. Ref. TW-1

This course demonstrates the basics of teamworking, leadership and communication, and can also help team members improve the management of communication. Topics covered include:-

- Key elements for effective teamworking
- Importance of good communication
- Recognising different behaviour types

**Duration**

1 day

**Programme Cost**

£400

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## Training Programme Booking Form



In order to book a training programme please complete the following document and return to the address at the bottom of the page.

### Section 1: Training Course Information

<b>Course Title:</b>	<input type="text"/>	<b>Reference No:</b>	<input type="text"/>
<b>Venue:</b>	<input type="text"/>		
<b>Number of trainees:</b>	<input type="text"/>	<b>Training Date 1 (preferred choice):</b>	<input type="text"/>
		<b>Training Date 2 (backup):</b>	<input type="text"/>

### Section 2: Contact Details

Please provide details of primary contact who will be responsible for organising the training courses within your organisation.

<b>Name:</b>	<input type="text"/>		
<b>Position:</b>	<input type="text"/>		
<b>Address:</b>	<input type="text"/>		
<b>Postcode:</b>	<input type="text"/>		
<b>Telephone:</b>	<input type="text"/>	<b>(WORK)</b>	
<b>Telephone</b>	<input type="text"/>	<b>(MOBILE)</b>	
<b>E-MAIL:</b>	<input type="text"/>		
<b>Authorised Signature</b>	<input type="text"/>	<b>Date:</b>	<input type="text"/>

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