



## Greater Business Outcomes Business Leader programme

To confirm your place(s) on the 'Greater Business Outcomes' November 2011 programme, please complete and return this application form by emailing to: [rayna@trayn4synergy.co.uk](mailto:rayna@trayn4synergy.co.uk)

---

**Please note: To apply for the Leadership grant, you need to complete a 1 hour meeting at your premises with Skills South East Advisor, in order to complete the grant process/confirm you have been approved for the grant.**

Please reserve \_\_\_\_ place(s) on the 'Greater Business Outcomes' Business Leader programme for:

Our Company Name	
Our Tel No:	
Contact email address :	
Booking Contact name:	

Please list names of delegates:

1st delegate name:	
Position in company:	
2nd delegate name:	
Position in company:	
3rd delegate name:	
Position in company:	

### trayn4synergy

8 Robins Meadow, Titchfield Common,  
Fareham, Hampshire PO14 4JL

Office Tel: 01489 579872

Email: [david@trayn4synergy.co.uk](mailto:david@trayn4synergy.co.uk) or [rayna@trayn4synergy.co.uk](mailto:rayna@trayn4synergy.co.uk)

Web-Site: [www.trayn4synergy.co.uk](http://www.trayn4synergy.co.uk)

The cost of the four, one-day workshop programme and leader's sailing day, is £1090.00 plus VAT per delegate – but for a Director/Top Manager it can cost as little as £545.00 ex VAT as your company is highly likely to be eligible for the Skills South East Leadership £1000 grant (see criteria below) towards the cost of this activity - now available!

**Please don't miss out on applying for your Skills South East grant – call us IMMEDIATELY to discuss this funding opportunity for small to medium businesses with 2 or more people employed and request a grant application form NOW!**

#### Eligibility Criteria:

The Skills South East grant offer is available to private sector businesses or social enterprises that:-

- Have fewer than 250 full time equivalent employees, and
- Have at least one employee in addition to the senior leader, and
- Have the potential for high or fast growth\*

\* Skills South East will undertake an assessment to determine eligibility. All training must have started within 90 days of the grant being approved. All grants are exclusive of VAT and must be claimed within 90 days.

Once trayn4synergy's invoice has been settled in full, a paid receipt will follow. This will enable you to claim your grant and S.S.East will ensure your claim is paid within 30- 90 days (subject to you providing feedback to S.S.E).

#### **trayn4synergy**

8 Robins Meadow, Titchfield Common,  
Fareham, Hampshire PO14 4JL

**Office Tel:** 01489 579872

**Email:** [david@trayn4synergy.co.uk](mailto:david@trayn4synergy.co.uk) or [rayna@trayn4synergy.co.uk](mailto:rayna@trayn4synergy.co.uk)

**Web-Site:** [www.trayn4synergy.co.uk](http://www.trayn4synergy.co.uk)

## **Cancellation policy**

In the eventuality that a client cancels (or postpones until a later date) a confirmed arrangement, trayn4synergy reserves the right to claim the following amounts, unless the delegate space(s) is(are) substituted by an eligible client delegate, on no less favourable terms:

- Cancellation less than 5 whole working days in advance - 100% of anticipated invoice fees.
- Cancellation less than 10 whole working days in advance - 50% of anticipated invoice fees.

trayn4synergy working hours: from 8.30am - 5.30pm Monday to Friday (excluding Bank Holidays)

All charges are subject to VAT at the standard rate.

Invoice Fees Include: Trainer/Consultant's preparation and delivery time, administration time, cost of materials, venue costs and all other payments which have been incurred by trayn4synergy in relation to the cancelled event.

All cancellations should be made in the first instance via the trayn4synergy mobile number 07746 495972 OR Telephone 01489 579872 or by e-mail: [rayna@trayn4synergy.co.uk](mailto:rayna@trayn4synergy.co.uk)

Payment terms are clearly stated on our invoice sent to you and must be received in full, no later than 1 working week before the start date of the workshop programme.

Please confirm your delegate names in writing (by e-mail). By accepting, you agree to our terms and conditions of business above.