A screenshot of a cell phone

Description automatically generated

**Advanced Communication Skills Booking Form  
One and a half day Tele-education Session**

**Please complete in BLOCK CAPITALS**

|  |  |
| --- | --- |
| **Name** |  |
| **Job title** |  |
| **Place of work/organisation.**  **Details for invoice must be included for £325 course fee to be paid prior to the course.**  **(No reimbursement for non-attendance.)** |  |
| **Email address** |  |
| **Telephone number** |  |

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| --- | --- |
| **Course dates:** **Please advise preferred date (number 1 to 4) – however, numbers are limited so it may not always be possible to allocate your first preference.** | |
| **Monday 10 and Tuesday 11 May 2021** |  |
| **Monday 21 and Tuesday 22 June 2021** |  |
| **Wednesday 14 and Thursday 15 July 2021** |  |
| **Thursday 30 September and Friday 1 October 2021** |  |

**Important:**

**Due to the nature of the session content, it is not advisable to undertake this training if you have had a recent bereavement.**

***By completing and returning this application I agree to the following conditions:***

* I have access to PC/laptop with microphone and camera (Smart phones are not suitable for this training)
* I am willing to have my camera turned on for the training unless instructed otherwise by the trainers
* I will commit to attending the full sessions
* I will attend from a private space where I will not be disturbed
* If I need to leave the session or take ‘time out’ I will inform the trainers by putting a message in the chat box

Please return to: 🖂 [AUPCcourses@st-gemma.co.uk](mailto:AUPCcourses@st-gemma.co.uk)

Pre course information and details for joining the session will be sent by email.

***For course content queries, please contact Trish Stockton-*** 🖂 [TrishS@st-gemma.co.uk](mailto:TrishS@st-gemma.co.uk)