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**

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| --- | --- |
| **Name** |  |
| **Job title** |  |
| **Place of work/organisation.**  *Details for invoice must be included for £400 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.** | |
| **The below session(s) will be held over Zoom on both days.** | |
| Monday 27th and Tuesday 28th June 2022 |  |
| Wednesday 28th and Thursday 29th September 2022 |  |
| Wednesday 5th and Thursday 6th October 2022 |  |
| Wednesday 2nd and Thursday 3rd November 2022 |  |
| Wednesday 18th and Thursday 19th January 2023 |  |
| Wednesday 1st and Thursday 2nd February 2023 |  |
| Wednesday 15th and Thursday 16th March 2023 |  |
| **The below session(s) will be held over Zoom on the 1st day and the face-to-face at St Gemma’s Hospice on the 2nd day.** | |
| Wednesday 23rd and Thursday 24th November 2022 |  |

**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)