



TEAM LEADER TRAINING

DESIGNED TO HELP **YOU** GET THE BEST OUT OF **YOUR** MANAGERS **AND** THE PEOPLE AND PROCESSES **THEY** MANAGE

Team Leader Training is a print-specific training course run by ViP engineers and BPIF Training. Now in its fifth year, we have successfully trained over 200 print and packaging team leaders.

➔ WHO IS IT FOR?

This modular, eight and a half day course is perfect for managers, supervisors and shift leaders directly responsible for operations within a printing or packaging organisation; including pre-press, printing, finishing, receiving, stores, despatch, customer services, accounts and administration.

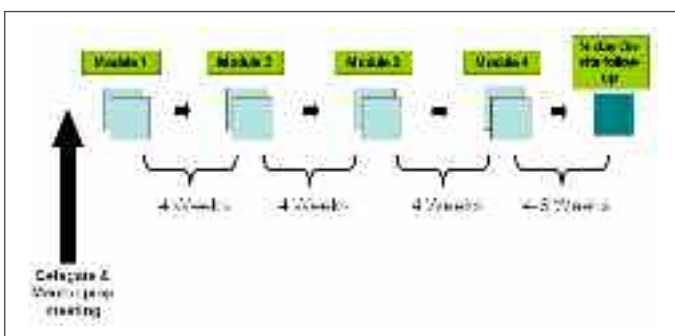
With around 10 participants from different companies, there is always a dynamic interaction, healthy challenge and networking all of which previous delegates have reported as being highly beneficial.

➔ WHAT IS THE COURSE ABOUT?

The course is made up of four modules of two days each, delivered over several months with a half-day follow up in your own company: a total of 8.5 days.

This modular approach ensures that the disruption to your company's operations is minimal and it allows consolidation of the learning, techniques and tactics for the manager in their place of work.

COURSE STRUCTURE



➔ WHAT THE PROGRAMME COVERS

Management and leadership modules include understanding team roles, how to motivate and delegate, how to manage efficiently, resolving conflict and understanding basic employment law.

Process modules include how departmental performance relates to company success, waste reduction methods, visual management techniques and improvement cycles.

➔ WHEN AND WHERE IS IT?

Four courses will run in 2010: the first one starts on 27 - 28 January 2010 in Bristol and three other courses will run in Leeds, Reigate and Stratford. Please see booking form on the reverse for dates.

➔ HOW MUCH DOES IT COST?

Costs less than £350 + VAT per day per delegate including accommodation and meals = £2,950 + VAT for 8.5 days training.



KEY BENEFITS

- ➔ **Develop your managers' potential**
- ➔ **Grow your business**
- ➔ **Increase productivity and cut costs**
- ➔ **Motivate and empower your team**

"Each of my managers that went on the Team Leader Training came back enthused and full of new ideas so we have now sent all our managers on the course" Ross Bellotti, MD, Kingfisher Print & Design



BOOKING FORM

Four courses will be run in 2010 - please indicate which one you prefer:

	MODULE 1	MODULE 2	MODULE 3	MODULE 4	LOCATION	DELEGATE NAME(S) & EMAIL ADDRESSES
TLT 16	27 – 28 JANUARY	24 – 25 FEBRUARY	17 – 18 MARCH	21 – 22 APRIL	BRISTOL	
TLT 17	3 – 4 MARCH	30 – 31 MARCH	12 – 13 MAY	16 – 17 JUNE	LEEDS	
TLT 18	28 – 29 APRIL	9 – 10 JUNE	30 JUNE – 1 JULY	21 – 22 JULY	REIGATE	
TLT 19	15 – 16 SEPTEMBER	13 – 14 OCTOBER	17 – 18 NOVEMBER	8 – 9 DECEMBER	STRATFORD	

Company Name:

Company Address:

Delegate Name:

Job Title:

Mentor Name:

Your Email Address:

Delegate Site:

Address (if different from above):

➔ PLEASE FAX BACK COMPLETED FORM TO 020 7915 8395

"I have found the course to be a great eye opener and stepping stone to the next level in management."

Kevin Loram, Production Manager, William Pollard & Company Limited

Read how other printers and packagers have benefited from Team Leader Training at www.visioninprint.co.uk and www.britishprint.com

Booking Terms and Conditions

- Only 10 places in total are available per programme and will be allocated on first come, first served basis.
- Course fees and accommodation costs (including hotel and all meals) will be £2,950 + VAT per delegate. Delegates will need to pay for their own additional hotel costs (e.g. drinks, telephone, newspapers) and will need to make their own travel arrangements. Travel expenses for the trainers' follow-up visits to the companies' sites will be charged extra at cost after the visit.
- Payment can be made by either sending a direct debit mandate to pay the course fees in four equal instalments over the duration of the course, or in full in advance by cheque, BACS or credit card. Cancellation prior to the event will incur the following charges: if cancelled 28 days or more prior to the date of the first module then 10% of the whole fee will be payable, if cancelled between 14 and 28 days prior to the date of the first module then 50% of the full costs will be payable and if the cancellation takes place anytime from 14 days prior to the first module to any point up to the start date or during the programme, then 100% of the costs of the full course will be payable.
- Full course information will be sent to delegates at least 2 weeks prior to commencement of programme.
- Your booking will be confirmed in writing within 5 working days of receiving this completed booking form.
- Substitutions may not be made once the programme has commenced.
- BPIF / ViP reserve the right to cancel or relocate events at its discretion. When events are cancelled by us full refunds will be given for all course fees paid if alternative dates offered are not acceptable.
- BPIF / ViP disclaims liability for advice given or views expressed by any trainer or in any notes or documents.
- Data Protection: The information you provide on this form will be held and used to provide you with further information on events and other services that may be of interest to you. We may contact you by mail, email, fax or telephone. If you do not wish to receive this information please tick here.
- Your information will not be passed on to any third parties.



Team Leader Training

bpif training limited

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