



General Information for delegates attending an **executive development** event or training course.

Who are we?

executive development is a professional organisation, experienced in delivering management and supervisory development programmes, training courses and related services to a wide range of professional, commercial and public sector organisations.

Clients include major commercial companies, legal and accountancy practices, local authorities, universities, business advisory organisations and a range of small and medium size enterprises.

Our training courses and events provide relevant and practical outcomes that are of real value to people. This is because our trainers, facilitators, assessors, psychologists and presenters all have extensive commercial experience in addition to in-depth knowledge of their subject. They are highly skilled at linking the learning points and the theory to real world situations and problems. Our training delivery style is “experiential” with case studies and exercises that involve the delegates. This style of learning is highly effective, demonstrating the learning points and allowing the participants to take away tools, tips and techniques that can be applied easily in the workplace, it is also a great deal of fun!

Who are you?

Quite simply, the most important person involved!

Whether you are of senior executive status or just promoted to a supervisory position, our task is to develop your personal effectiveness and add to your skill base in an effective manner.

To help us achieve our task, it is important that we have some details of your role in the organisation, your experience and knowledge to date and your needs and wishes from the training programme or event that you will be attending. We would therefore appreciate you filling out the delegate profile form (please download if required from the website www.executive-development.co.uk and return it to us via the appropriate route.

What is “experiential” training?

It is extremely difficult to describe to someone how to ride a bicycle! It is far better to get them to have a go, supporting them and allowing them to try out this new or enhanced skill in a safe environment.

For this reason, if you are attending a presentation course, you will have the opportunity to watch yourself in action. A leadership course will involve you leading a team of people to achieve a task and communication skills events always demonstrate the consequences of bad communication. Wherever possible, we use innovative, occasionally frustrating (but always enjoyable) tasks and exercises to demonstrate the point. We do not stand up and talk at you for hours.

What other information will I receive?

Appropriate joining instructions for your event or course will be supplied in good time. These will include the following if applicable.

- Date, times and venue for your event or course (a map with instructions will be included if an external venue is being used).
- Details of accommodation arrangements if applicable.
- An outline of the course or event content.
- Details of any pre-event preparation required.

Delegates who wish to do so, may find it interesting to have a look at our website.

www.executive-development.co.uk

This has various downloads and other supplementary information that may be of value.

I have a question.

Please feel free to contact us on info@executive-development.co.uk if you have a question or require clarification of anything connected with your event or course.

We look forward to seeing you on the day.