

Question	Answer
How do I book a course?	Call us on 01233 662651 and speak to Lesley Knighton or email us on hello@dakotablueconsulting.com
How can I pay for my training course?	Once you have booked your space on the course, you will be invoiced for the full amount. To secure your place this must be paid within 5 working days by Bank Transfer. In case of late payment, we cannot guarantee a place on the course. Once payment has been received, your place will be confirmed. Spaces are on a first come first served basis.
What happens after I book?	You will receive joining instructions via email 2 weeks before the course.
What happens if I can't make the scheduled training course dates?	In order to get the full benefit from this programme, you should try to attend all 7 modules. If you cannot make one of the modules, please contact us and we can discuss possible alternative arrangements with you.
What time do the training courses start and finish?	They will start at 9am and finish at 4.30pm. You should aim to arrive for 8.45am to get yourself settled. There will be a 30 minute break for lunch. All food, refreshments and training materials will be provided.
Where is the venue?	The training days will be held at Eastwell Manor, a beautiful manor house on the outskirts of Ashford, Kent. Should the location have to be changed for an incident beyond our control, it will be held in Ashford and the details will be provided at least one week prior to the training day. https://www.eastwellmanor.co.uk/about-eastwell-manor/location/
How many people will be on the course with me?	To ensure the quality of learning from this management development programme, the minimum number of delegates will be 6 and the maximum 12. You will remain with the same group of delegates throughout the programme. This has the added advantage of you building a network of fellow professionals from who you can learn from in the future.
What should I wear?	It is important that you feel comfortable on the day so dress however you feel most comfortable. For the location, the suggested dress code is smart casual (Jeans are acceptable).

Do you offer in-house or tailored training?

Yes, if you would like us to run this management programme in house for a group of managers, we can deliver this programme exclusively for your organisation at a date and location that suits you best.

What about food and refreshments?

Tea and coffee with pastries will be served on your arrival. Coffee break mid-morning with biscuits. A two-course finger buffet at lunch plus tea and cake served mid-afternoon.

What if I have special requirements?

Should you wish to discuss any dietary needs, access requirements or medical conditions, please call us on 01233 662651 or email hello@dakotablueconsulting.com

If we haven't covered your question here, please feel free to contact Lesley in the office on 01233 662651.