



**TRAINING &
DEVELOPMENT**
SUMMIT

17th & 18th June 2024

Radisson Hotel & Conference Centre London Heathrow

EVENT OVERVIEW

The Training & Development Summit gives senior learning & development professionals the unmissable opportunity to source new service providers, network with industry peers and hear from the sector's most knowledgeable speakers - all completely free of charge.

Complimentary invitations are offered to just 65 VIP guests including:

- Heads of, Managers and Directors of Learning & Development
- Heads of, Managers and Directors of Training
- Heads of, Managers and Directors of People
- Heads of, Managers and Directors of HR

Included in your complimentary invitation is:

- Pre-arranged, complete itinerary of meetings with suppliers that match your needs
- Peer-to-peer networking opportunities
- Industry leading seminar programme
- Attendance to industry dinner with entertainment
- Overnight accommodation at the venue



BOOKING FORM

Name

Position

Company

Address

Postcode

Telephone Number

Mobile

Email Address

Website

Do you source and have budget responsibility for your company training solutions?

Number of employees in your organisation:

What is your annual budget for training?

- Under £200K
- £200K-£350K
- £350K-£500K
- £500K-£1M
- £1M+

What are your objectives in attending the Summit?

- Discussing current/upcoming projects
- Meeting with/sourcing new suppliers
- Updating yourself within the industry
- Gathering information
- Networking
- Other

In the event that you're unable to come, we ask that you provide a replacement. Please provide their details below.

Name

Telephone Number

Position

Email Address

BASED ON YOUR PROJECTS PLEASE SELECT RELEVANT PROJECTS AND SERVICES

- | | | |
|--|--|---|
| <input type="checkbox"/> Admin, Commercial & Secretarial Skills | <input type="checkbox"/> Graduate Training | <input type="checkbox"/> Organisational & Strategic Development |
| <input type="checkbox"/> Assertiveness | <input type="checkbox"/> Health & Safety | <input type="checkbox"/> Outdoor-based Development |
| <input type="checkbox"/> Assessment & Selection | <input type="checkbox"/> In Application help | <input type="checkbox"/> Performance Development |
| <input type="checkbox"/> AV/Presentation Equipment | <input type="checkbox"/> IT Training | <input type="checkbox"/> Performance Support |
| <input type="checkbox"/> Change Management | <input type="checkbox"/> IT Software Simulations | <input type="checkbox"/> Personal Development |
| <input type="checkbox"/> Coaching/Counselling/Mentoring | <input type="checkbox"/> Knowledge Management System | <input type="checkbox"/> Quality Management |
| <input type="checkbox"/> Communication – General | <input type="checkbox"/> Learning Management Systems | <input type="checkbox"/> Risk Management |
| <input type="checkbox"/> Communication – Interpersonal Skills | <input type="checkbox"/> Legal & New Legislation | <input type="checkbox"/> Sales Training |
| <input type="checkbox"/> Communication – Presentation Skills/Public Speaking | <input type="checkbox"/> Management Skills – General | <input type="checkbox"/> Stress, Anger & Conflict Management |
| <input type="checkbox"/> Communication – Written Skills | <input type="checkbox"/> Management Skills – Management Skills – | <input type="checkbox"/> Talent Management |
| <input type="checkbox"/> Customer Care/Customer Service | <input type="checkbox"/> Middle Management | <input type="checkbox"/> Team Building & Team Skills |
| <input type="checkbox"/> Distance/Open Learning | <input type="checkbox"/> Management Skills – Project & Programme Management | <input type="checkbox"/> Telephone Training |
| <input type="checkbox"/> Drama Training | <input type="checkbox"/> Management Skills – Recruitment Selection & Appraisal | <input type="checkbox"/> Time Management |
| <input type="checkbox"/> E-Learning | <input type="checkbox"/> Management Skills – Senior Management | <input type="checkbox"/> Trainer Training |
| <input type="checkbox"/> E-Learning Portal | <input type="checkbox"/> Marketing & PR | <input type="checkbox"/> Training Materials |
| <input type="checkbox"/> Employee Engagement | <input type="checkbox"/> Media Training | <input type="checkbox"/> Training Software |
| <input type="checkbox"/> Enterprise Authoring Software | <input type="checkbox"/> Motivation & Incentives | <input type="checkbox"/> Training Venues |
| <input type="checkbox"/> Financial Education Training | <input type="checkbox"/> MS Office eLearning | <input type="checkbox"/> Venue Finding Services |
| | <input type="checkbox"/> Negotiation | <input type="checkbox"/> Video Learning Resources |

YOUR ATTENDANCE AT OUR EVENTS IS FREE OF CHARGE; HOWEVER, DUE TO THE FACT THAT WE RESTRICT THE NUMBER OF ATTENDEES, A CANCELLATION FEE OF £500 WILL APPLY SHOULD YOU CANCEL FROM 17/05/24 AND YOUR ORGANISATION DOES NOT PROVIDE A SUITABLE REPLACEMENT. THIS CANCELLATION FEE WILL ALSO APPLY IF YOU DO NOT KEEP TO THE ITINERARY PLANNED, OR LEAVE THE EVENT WITHOUT GOOD REASON. BY ATTENDING, YOU ARE OPTING-IN TO RECEIVE FUTURE CORRESPONDENCE RELATED TO THIS EVENT AND YOUR INFORMATION WILL BE SHARED WITH THE RELEVANT SUPPLIERS ATTENDING. BY TICKING THIS BOX, YOU CONFIRM THAT YOU HAVE READ AND ACCEPTED THE TERMS AND CONDITIONS OF THIS BOOKING, AND UNDERSTAND THAT A CHARGE WILL APPLY SHOULD YOU CANCEL FROM 17/05/24.

Signature

Date

By signing, you accept the terms and conditions.



CONTACT US

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