

SCHEDULED TRAINING COURSE TERMS & CONDITIONS

BOOKING

We will accept your request for training as an official order. Bookings must be made and paid for by 3 days prior to the event to be valid. Bookings are made on a first come first served basis – we will notify you if the course that you have requested has been filled and discuss with you future dates.

PAYMENT

Payment is to be made with order – on request for training we will send an invoice and contact you regarding payment. Bank transfers and BACS payments will be accepted but funds must be received in advance of 7 days prior to the course date. If you are an existing customer of Dynamics Consultants we will invoice you according to your existing agreed payment terms.

BOOKING CONFIRMATION

Once we have processed payment we will send you confirmation of the places that you have booked on the course.

SPECIAL REQUIREMENTS

Dynamics Consultants will try to accommodate your medical/dietary requirements for the course, please contact us in advance.

CANCELLATIONS & TRANSFERS

Cancellations up to 7 days prior to the event will be credited to your company at a value of 100% as training credits. Cancellations up to 3 days prior to the event will be credited to your company at a value of 50% as training credits. We are pleased to transfer training courses to different members of your company free of charge, please let us know prior to the training.

We reserve the right to cancel courses in exceptional circumstances and will endeavour to provide as much notice as possible. Dynamics Consultants will not be liable for any costs incurred by the attendee or their company for courses that have not run. If a course has been paid for we will provide credits for future training courses.

COURSE CONTENT

We reserve the right to change the course agenda without notice, however we will make every effort to keep the course content appropriate to the course topic. Any course content and materials provided may not be used outside of the course or freely distributed without prior consent.

VENUES

Courses are typically held at Dynamics Consultants, however on occasion we may require to hold training courses off site. For convenience we will endeavour to hold these at venues near our offices and will provide you with details in advance of the course. If there is demand in a particular region, then we can arrange to hold a course in that region. On the website, we should get people to express an interest (e.g. if it was in a different location or on a different date).

DRESS CODE

We believe it's important for you to feel comfortable in our workshops. For that reason we advise you to dress business casual.

LIABILITY

Dynamics Consultants does not accept responsibility for anyone acting as a result of information or views expressed on its training courses including course material. Opinions expressed are those of individual trainers and not necessarily those of Dynamics Consultants. Participants should take professional advice when dealing with specific situations.