



# ALEX KELLY LTD

## TRAINING ENQUIRY FORM

Please help us plan your training event by completing as much as you can. If you would prefer us to do this for you, please telephone Amy Green on 023 80987134 and she will complete it for you.

### 1. WORKSHOP

Which workshops / training courses are you interested in?

Social skills..... yes / no / maybe  
Communication (general) ..... yes / no / maybe  
Communication and Learning Disability..... yes / no / maybe  
Communication and Autism ..... yes / no / maybe  
Autism awareness ..... yes / no / maybe  
Total Communication ..... yes / no / maybe  
Makaton ..... yes / no / maybe  
FACES (service user empowerment) ..... yes / no / maybe  
Communication Coordinators ..... yes / no / maybe  
Interactive Storytelling ..... yes / no / maybe  
Eating and Drinking Awareness ..... yes / no / maybe  
Other .....

### 2. A BIT ABOUT YOU

Please tell us a bit about yourself

Name:  
Job / role:  
Company / school:  
Address:

Telephone number:  
Email address:

What is the best way to contact you?.... telephone / email

### 3. DATE(S)

How long would you like the training to be?

One to two hours

Half day

1 day

2 days

3 days

(\*please note that some courses will be more suited to a certain length)

Do you have specific date(s) in mind?

Alex Kelly Ltd

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### 4. AIMS AND OUTCOMES OF TRAINING

Please tell us a bit about what you would like to achieve from the training e.g. to train a group of staff / to put social skills onto the curriculum in our school / to raise awareness of communication difficulties in the classroom / to advertise and income generate...

Are you hosting this event? Yes / No  
 Will the course be advertised externally? Yes / No  
 Will some places be sold to help income generate? Yes / No  
 Will all places be sold? Yes / No

### 5. ATTENDEES

Please describe the audience e.g. teaching staff / parents / speech therapists

How many? (\*Please note some training events do have restrictions/maximum numbers)

#### Working with?

Primary mainstream ..... Yes / No  
 Secondary mainstream ..... Yes / No  
 Special schools ..... Yes / No  
 Emotional and behavioural schools ..... Yes / No  
 Adults..... Yes / No  
 Other:

### 6. VENUE

Do you have a suitable venue? ..... Yes / No

Please describe your venue e.g. school hall, training room at company base

What is the address?

Would you like us to host the course at Speaking Space? Yes / No  
 Does your venue have a data projector? Yes / No  
 Does your venue have an adequate sound system/speakers? Yes / No  
 Does your venue have a flipchart? Yes / No  
 Can your room be darkened for showing videos? Yes / No

(\*We can sometimes provide some of the above in an external venue. Please ask for more details)

### 7. ADMINISTRATION

Would you like us to provide any of the following?

Flyer for advertising? Yes / No  
 Certificates of attendance? Yes / No  
 Handouts? Yes / No  
 Anything else?

(NB all of above that are required will be emailed out prior to the event)

### 8. ANYTHING ELSE?

**Thank you**