



IMPACT AND EMPOWERMENT THROUGH INSIGHT

THE MIND BUSINESS

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THE MIND BUSINESS

GLOSSARY

USP – Unique selling point
Knowledge pool – description group
Programmes – courses
Behavioural objectives – how we want to be perceived
Psychometric profiling – psychological testings
MBTI – Myers Briggs Type Indicator
Firo-b – Fundamental Interpersonal Relationship Orientation Behaviour
TKCI – Thomas Kilmann Conflict Instrument
ECI – Emotional Competence Inventory
TA – Transactional Analysis
Kinaesthetic – How we feel, externally by touch and internally by emotions and experiences
Representational systems – our senses ie visual, auditory, kinaesthetic
VAK – Visual, Auditory, Kinaesthetic
Perceptual positions – understanding another persons perspective/opinion
FAQ's - Frequently asked questions
360° - Comprehensive feedback analysis

IMPACT and EMPOWERMENT through INSIGHT

Effort
or
influence

Authorise,
give power to,
make able,

The capacity of understanding
hidden truths especially of
character and situations

Concise Oxford Dictionary 9th Edition

THE MIND BUSINESS

CORPORATE EXPERTISE IN COACHING EXCELLENCE

I would like to welcome you personally to **The Mind Business** and thank you for requesting a copy of my brochure. I hope you find it interesting.

The purpose of this brochure is to enable you to see clearly, quickly and efficiently how coaching, training and development can answer your needs.

The 4 knowledge pools (Transformational Coaching, Perception Intelligence, Communication Genius, Team Dynamics) have been designed with modular based programmes.

THIS MEANS THAT A DELEGATE COULD PARTICIPATE IN EVERY COURSE IN EVERY KNOWLEDGE POOL WITH MINIMAL REPETITION.

They can all be conducted on a one-to-one basis or in a group.

The brochure is easy to navigate with an agenda of Philosophy of The Mind Business

How to choose the right programme for you and your company

Case studies

What are psychometrics

The Courses

FAQ's

Terms and Conditions

The Mind Business recognises that every business, organisation, profession, industry and culture is different. However, we understand EVERY organisation will only operate in an optimum fashion if effective communication is at its core. This will heavily depend on the values and beliefs of the company and the overall vision and mission.

The Mind Business' overall objective for our clients is to establish, develop and enhance relationships within their existing culture and those of their business partners and future clients and we will partner you on this journey every step of the way.

We have developed a modular system to ensure transparency, ease of selection and to keep coaching and training costs to a minimum.

We also want you have fun and to enjoy a relationship that will stay with you, in memory and spirit. Your agenda, is our agenda, your outcomes are ours, your success is our joint fulfilment and empowerment.



Julia Rennie

THE MIND BUSINESS

OUR PHILOSOPHY

There are umpteen coaching, training and development companies out there doing very similar things – allegedly 6000 coaches in the City of London alone. What can distinguish one coach or one company from another?

The Mind Business has done extensive research into both what companies want and what coaching companies are offering.

The Mind Business has established 4 knowledge pools:

Transformational Coaching
 Perception Intelligence
 Communication Genius
 Team Dynamics

And within each of these knowledge pools are several courses. Each course is a “stand alone” and can be added to any course in any knowledge pool and there will be minimal repetition.

Each course has the benefit of being assisted by a psychometric profiling test, if required.

Because of the modular design of **The Mind Business’** programmes, costs are kept to a minimum and transparency is at our core.

Julia Rennie has been coaching with internationally quoted companies for 15 years working with vice presidents, CFOs and COOs of international banks, global insurance businesses, retail chains, entertainment organisations and facility companies and their senior leadership teams. Julia has gleaned a team of like minded, passionate, professionals wanting to change the face of “coaching” in the corporate market place.

The Mind Business USP

Julia brings a huge energy and passion for her job as a transformational business coach to all that she does and being a gregarious extrovert with a love of people has gathered a high performing team of like minded professionals to ensure a strong foothold in the corporate coaching market. Key themes of **The Mind Business** team are vibrancy, commitment, professionalism and humour. We love our job and want you to enjoy the lifestyle change and challenge of your journey too!

The Mind Business is staffed by happy, authentic and fulfilled people. Whenever you experience either our “off the peg” training or “bespoke” coaching, you will know you have had an experience...**of impact and empowerment through insight!**

Coaching

Coaching at its rawest level believes we all have the know-how to make the transitions we want in our lives, but need the challenge and insight of an unbiased professional to enable this journey to evolve. Coaching also needs to be at the cutting edge with new tools and strategies to enable the client to enjoy quick wins but more importantly, lasting belief and behavioral changes. Self awareness and knowledge are bi-products of the coaching experience which enable each individual to live more balanced and stress free lives. Transformation will operate on both the conscious and unconscious levels and an experienced coach can effectively operate on both levels simultaneously.

But most importantly, you need a highly qualified coach operating from professional guidelines, experience and complete integrity.

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HOW TO CHOOSE THE RIGHT COURSE FOR YOU AND YOUR COMPANY

The Mind Business offers expertise in four key areas for coaching, training and development. Each knowledge pool comprises several programmes. These have been designed in a modular fashion and are suitable for both individuals and groups.

On the courses page (8 - 11), we list the contents of each programme. Please see below for a brief description of each knowledge pool to aid your selection.

Transformational Coaching

This is a bespoke one-to-one programme designed specifically to meet the outcomes and objectives of the client. Transformational coaching can dramatically change lives (page 8).

Course suitability – specifically designed for ambitious individuals, usually fast paced and challenging and for those wanting quick results

Benefits – superb results in a personalised, organised but efficiently timed programme

Perception Intelligence

Understanding the unspoken messages that are made and assumed in the first meeting/phone call/e-mail. Techniques for projecting appearance, body language and energy states in line with individual behavioral objectives and career aspirations (page 9).

Course suitability – anybody at any level, group courses tailored to ability (please see modules in courses section)

Benefits – the ability to establish congruent and confident relationships easily and quickly

Communication Genius

This is a comprehensive selection of programmes on the art of fluent and congruent communication to enable strong and healthy relationships to flourish (page 10).

Course suitability – for both teams and individuals at any level (please see modules in course section)

Benefits – the ability to communicate at all levels, confidently, congruently and with purpose and integrity

Team Dynamics

Highly effective techniques for moving a group of individuals to become a highly successful team who enjoy working together (page 11).

Course suitability – designed for companies taking their growth through their people seriously

Benefits – empowered, happy, loyal staff generating great results through teamwork

When choosing a programme, think of the objectives and desired outcomes for the individual or team. What changes need to have occurred by the end of the coaching? (Please refer to FAQs section for further information - pages 12 - 13).



Transformational Coaching



I was called into a global financial company to coach the newly appointed COO. The COO didn't want coaching but it was a condition of his appointment. He had a stunning intellect and had a magical career history. However, his perceived development area was around relationship management. His PAs never lasted long and his international teams were constantly changing. Disharmony and mistrust were rife. The client was a very private, quiet and reserved individual, a perfectionist and a very high achiever. He was also very shy but had a wonderful sense of humour, that people very rarely experienced.

He tended to project his own working style and personality needs on to others which was to focus entirely on the task and ignore the team.

The coaching started with unpicking how relationships work, different personality types, rapport building and questioning and listening. We used the psychometrics around personality, relationships, conflict, behaviors, transactional analysis and emotional intelligence to get a very clear picture of his motivations, drivers, values and beliefs, triggers and behavioral patterns. Coaching encouraged him to encompass the strengths and diversity of the people around him. By utilising and developing his teams' skill set freed him up to be more effective as a leader. Another bi-product was that he began to feel more comfortable interacting with the employees and colleagues began to experience his quick wit and humourous banter. After a few coaching sessions he reviewed his outcomes and we started to work on a development plan towards him becoming the next CEO. The company was going through a big change curve so needed a CEO with strong and experienced leadership competencies but compassion and empathy for the employees. **Within 15 months he was in his dream job (page 8).**



Perception Intelligence

Some years ago I was coaching a corporate client whose goals included becoming a CEO of a FTSE 250 company. An engaging, intelligent, capable man who was already working in a high profile global company, he felt underrated by his colleagues, peers and business leaders on his potential, perceiving him to be careless. This was also evidenced by 360° feedbacks. As we were talking I noticed he wasn't wearing socks. Then I commented on this he replied, 'Oh I never notice that sort of detail.'

But what he wore – or didn't wear – was significant in contributing to how he was perceived!

When he began wearing clothes that were congruent with his own kinaesthetic style but also suitable for his workplace – unstructured suits, soft shirts, cuff links and yes, socks – he found himself being head hunted three times in 18 months. He still scoffs at what he feels is a 'ridiculous preoccupation with what people look like' but nonetheless acknowledges that changing his appearance has helped him to achieve his objectives. He is a great example of a kinaesthetically oriented person who has achieved good results by taking into account the requirement of a visually-oriented world (page 9).

Communication Genius

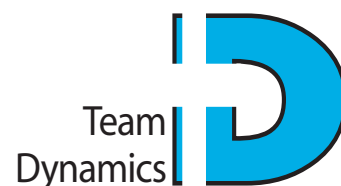
I was asked to coach a senior manager in a global retail company. She was popular, creative, successful, fun loving and very ambitious. She was very adept at establishing relationships with new clients, suppliers and new markets. Her creativity, ideas and vision were awe inspiring. She was high energy and worked long hours with no work/life balance.

However, internally direct reports, peers and colleagues were becoming increasingly dissatisfied within her world as the communication piece was becoming very fragmented.

New clients would be promised the world, but actions would be slow to follow and deadlines rarely reached.

Her communication style went from collaborative to "do as I say" and the team became increasingly disheartened and demotivated.

The coaching was initiated after her appraisal with her senior manager. Her development areas were to be able to communicate effectively with clients, direct reports, business leaders and colleagues. The coaching involved looking at the communication process, both conscious and unconscious and how we can take responsibility for this, cause and effect, outcome setting and time management, personality styles, feedback styles, state management, questioning and listening, understanding others perspectives, respectful relationships. **This lady has since had a baby, is in a settled relationship and now has a huge global team in the company (page 10).**



Team Dynamics

A national hotel chain called me in to coach and train a complete team in a specific hotel. The hotel was in a prime position, was a beautiful building and part of a successful chain, but was doing incredibly badly. The problem appeared primarily to be lack of management which filtered down to poor staff relations.

No-one seemed to understand their areas of responsibility from the cleaners up to management.

This led to a demotivated and unenergised work force with much absenteeism. There was no feedback and no reward scheme. None of the waiting or bar staff received any tips, which resulted in poor employee attendance and then poorer service. The management seemed to be unaware what was happening in the kitchen – often part of the menu "was off" and one of the chefs was off sick for depression. The initial coaching outcomes were set at establishing open communication and an understanding of what was happening in the hotel, by all concerned. The next step was to formulate an employee chart to assess areas of responsibility, skills, duties etc. Teams were crafted, job descriptions noted, charters drawn, responsibilities set. The senior leadership team started the process by working on the vision and purpose of the hotel, and then created a behavioral charter to support the values and beliefs of the chain. These teams then started working on setting their own targets and engaged in teamwork to help engender openness, trust and respect. This is a sensitive process and takes commitment and patience. Teams are sensitive relationships and need care and nurture to develop, stabilise, mature and grow. **This outlet is now moving towards being in profit. It is renowned for friendly and efficient service, good food and is a very popular venue (page 11).**

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PSYCHOMETRICS

The Mind Business uses several psychometric profiling instruments (commonly used by business psychologists) as an indispensable aid in core personality and behavioural work.

Why they work?

They are based on years of thorough research

They are respected internationally

They have been validated and tested on huge numbers of cases

They are independently assessed

What is involved?

A questionnaire usually taking between 20 minutes to 1 hour to complete

Co-operation between peers, colleagues and direct reports (ECI and 360°)

Patience and persistence

Receptiveness for the feedback

How it works?

The questionnaire needs to be filled in promptly by the delegate

The report is fed back by an accredited and licensed coach

Development areas are discussed and outlined

The coachee has a full report to take away

Delegates receive a personalised report, plus the generic version to explain the different preferences of each of the following psychometrics.

Exercises are set up to engender maximum understanding of different personality types and profiles. Techniques and processes are discussed to aid effective and collaborative relationships operating within these differences.



MBTI – (Meyers Briggs Type Indicator)

Innate Personality Predictor.

MBTI – Step I

A great personality profiler, very useful for one-to-one and group work, explains different innate personality types and styles. It examines the 4 profiles: **I**ntroversion & **E**xtraversion; **S**ensing & **i**ntuition; **T**hinking and **F**eeling; **J**udging and **P**erceiving.

MBTI – Step II

A more sophisticated and detailed study of personalities. Each profile is divided into 5 categories which helps explain why someone can be the most laid back person in the office on one occasion and is very stressed in another and why one person can be the quietest mouse and then become the biggest party animal in another situation.

Firo-b - (Fundamental Interpersonal Relationship Orientation Behaviour) Relationship Profile

An invaluable predictor for exploring relationships. William Schultz discovered in his research published in 1958 that the 3 most dominant characteristics of relationships are around inclusion, control and openness. We all have two separate filters for each of these characteristics – namely what we express and what we want. The profile examines the dynamic between the scoring of each filter and the effect they can have on our relationships. In a group context, this profile can provide rich and illuminating results.

TKCI – (Thomas Kilmann Conflict Instrument) Negotiation and conflict predictor

A very useful and straightforward analysis of the five modes of negotiation and conflict: **Avoid**, **Accommodate**, **Compromise**, **Compete**, **Collaborate**. Each behaviour is set on a grid of assertiveness and co-operation. Each behaviour is explored for appropriate occasions and the positive and negative effects of each are examined. This predictor is highly effective (and entertaining) for both one-to-one and group work.

ECI – (Emotional Competence Inventory) Emotional Intelligence

A phenomenal study based on the work of Daniel Goleman, David McClelland and Richard Boyatzis in conjunction with Hay McBer. It examines the power of emotional intelligence (EQ) and its relationship/disconnect with IQ. The study investigates the competencies involved for EQ, the strengths and weaknesses of the reportee and also includes 360 verbatim anonymous feedback (all contributors supplied by the delegate). All reports are rich in information and detail and require careful reading and scrutiny. The power of each report lies in the candid truth and responsibility it hands elegantly back to the delegate.

TA – (Transactional Analysis)

TA is used in separate disciplines such as coaching, counselling and psychotherapy. The basis of TA is the PAC model (parent/adult/child). The model usefully highlights the behaviours of each state and the effect of these. Coaches of **The Mind Business**, using the TA model have attended training to 101 level. There is no report with this model.

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COURSE CHOICES

Courses have been designed in a modular fashion for ease of selection throughout the 4 knowledge pools. Therefore a delegate could participate in all of the courses in all of the knowledge pools with minimal repetition. Each course can be supported by any of the psychometrics, (for full information on these, please see psychometric section page 6 - 7).

TRANSFORMATIONAL COACHING

Can change your life, and will if you want it to



Transformational coaching is a totally bespoke programme that is designed between coach, coachee, (and sometimes leader, HR, budget holder, skip leader etc). The alliance is constructed with complete transparency and integrity between all parties concerned. Each party is fully aware of the outcomes set prior to the coaching and the process by which feedback will be gained during the coaching journey.

Everything discussed between coach and coachee, is totally confidential.

Suggested topics are listed below, but no two coaching programmes are alike

Course duration – 6 sessions minimum

Outcomes & how to get there
 The communication process
 Impression management
 Executive presence
 Relationships; building, maintenance and damage limitation
 Communicating effectively
 Behaviours, beliefs, values and purpose
 Life and career alignment

The Psychometrics:

- MBTI Steps I and II
- Firo-b
- TK
- ECI

PERCEPTION INTELLIGENCE

Ensure the impressions you leave are the ones you would choose to be remembered by

First Impressions – 1 day course

The first four minutes

The first 40 seconds

How people will read you/how you will read people

Behavioural objectives

Visual, auditory and kinaesthetic

Rapport, Body Language and Voice – 1 day course

Rapport and how to build it

Energy states

Body language

Voice

State management

Executive Presence 1 – 1 day course

Establishing credibility and confidence

Formatting credible communication

Questioning and listening

Understanding the communication process

The alignment piece

Executive Presence 2 – 1 day course

Corporate appearance

Colour and body shape guidance

Dressing down and dressing up

Grooming

Clothing care

Executive Presence 3 - 1 day course

Bespoke service to include personal shopping

Presenting Professionally – 1 day course

Appearance

Posture and voice projection

Speech & presentation preparation

Using technology effectively

Role play on camera



COMMUNICATION GENIUS

Effective communication results in successful relationships.



Communication
Genius

The Communication Process – 1 day course

How we take in information

How we learn

Cause and effect

Outcome setting

VAK and the representational systems

Feedback models – giving and receiving

This course is a natural partner to MBTI Step I – please add an extra day

Relationships – building and maintaining – 1 day course

Questioning and listening

Hearing and experiencing

Relationship outcomes

Perceptual positions

Feedback roleplays

Relationship breakdown

This course is a natural partner to Firo-b and TK – please add an extra day

Values and Beliefs – 1 day course

Investigating empowering beliefs

Eliciting negative beliefs

Belief change

Career and life value elicitation

Career and life purpose

Being in alignment

This course is a natural partner to ECI and MBTI Step II – each of these will take an additional day

Presenting powerfully – 1 day course

Understanding the audience

Presentation formatting

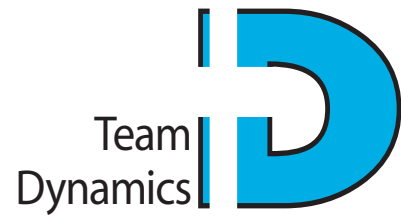
Voice, body language and posture

Audience participation

State Management

Role play on video

MBTI is highly recommended as an ally for this course – please add an extra day



TEAM DYNAMICS

A team of high performing people is more powerful than the sum of its individuals.

Team dynamics coaching is recommended as a series of 2 day courses, conducted off site. We would suggest a time span of 1 month plus between each of the 2 day courses, with no longer than a 3 month gap.

Pre-work is also recommended, prior to the initial course such as delegate questionnaires and/or individual interviews. All findings are completely confidential and collated into a report prior to the onset of the coaching. This information is used to ensure the outcomes and needs of the team are met. This can also help fast track the pace and development of the team. Pre-work is also distributed by email to all delegates prior to the start of each course.

Any of the 1 day courses from the other knowledge pools can also be added to the following courses.

Team Awareness – Step 1 - 2 day course

The process of communication
VAK and the representational systems
Outcome model
Strengths and weaknesses of the team
Feedback models – giving and receiving
The four stages of team development
Change curve and teams
Commitments for the future
MBTI Step I

The Team Charter – Step 2 - 2 day course

Review and catch up
Successes and learnings
The team's purpose
Creating the team's vision
Establishing the team's values
Behavioural charter
Empowering beliefs of the team
Limiting beliefs of the team
TKCI

The Journey – Step 3 - 2 day course

Current reality of the team
Leadership issues
Managing cause and effect
Circles of control and influence
At our best – the alignment piece
Relationship outcomes
Relationship breakdown
Perceptual positions
Firo-b

Emotional Intelligence of the team – Step 4 - 2 day course

Individual and team report on EQ
Exercises to facilitate the learnings
Development areas
Recognition and successes
Where are we now
The future
Round up and wrap up

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FAQ'S

What is coaching?

Coaching is a partnership between coach and coachee to realise a set of outcomes, dreams and ambitions within a confidential and safe relationship with agreed time frames, boundaries and expectations.

What can coaching do for me?

Coaching can release and achieve the "real" and "fulfilled" you. Coaching can achieve all your spoken and unspoken dreams and ambitions.

What is the difference between coaching and training?

Coaching is an exploration of outcomes and mindsets between coach and coachee, training is being given advice and solutions.

What are the expectations of coaching and personal development

These are completely unique to each individual and team. The skill of the coach is to tease out the root causes of issues, pursue, address and facilitate an action plan working alongside the delegates through to implementation.

What differences would be apparent after the group courses?

A more highly aware and more emotionally intelligent team committed to working and communicating together more effectively as a team.

Which is better? One-to-one or group coaching courses?

This will depend entirely on the objectives and outcomes of the individuals/teams. For more private individuals one-to-one work is more effective, group work is essential for bonding a team. There are no absolute answers – each case needs to be looked at independently. Transformational coaching works at a very deep and personal level and is therefore more suited to one-to-one work.

When is the best time to start?

When you want to, are fired up, have the budget – and now is usually a good time!

When is the right time to stop?

Whenever you feel you have got to a place when you have addressed your outcomes and it seems 'right'.

What happens if I need to stop in the middle?

The programme can re-commence at mutually convenient times (please see Terms & Conditions)

What will happen if I don't have it?

You might never realise your potential.

When in your career, should you think about personal development?

At worst, when you feel static, demotivated and not going anywhere. Coaching is a tremendous motivational and supportive aid. Clarity of purpose and direction usually result from one-to-one coaching.

Where is the best environment for coaching and training?

Usually off site. However, it is essential the venue is in a stress free environment, with as much natural day light as possible (a view is a great advantage) and no interruptions such as email, telephones and blackberries.

Where does coaching/training take place?

Off site, at a venue mutually convenient to coach and coachee. Central London usually is the most effective compromise.

Where should you focus your attention in coaching & training?

Wherever the coach and coachee/s set the development areas. Although The Mind Business has designed programmes to help in the initial selection, it is very much a bespoke coaching company. (Please see "choosing the right programme and "course selection - page 3 and 8).

Where are the boundaries between work and life in coaching?

The boundaries are usually held by the integrity and experience of the coach. Business coaching can demand a 'rigour'. If in doubt please check out with the coach what your expectations are.

How confidential is the coaching and training?

Everything that is discussed and spoken about in the coaching room stays there. Absolute confidentiality is assured (excepting any illegal confessions). Because the coaching and training is often contracted by the coachee's leader or HR department, a conference call is usually set up prior to the start of the coaching to discuss with complete transparency the outcomes of the coaching by all involved. During the coaching period, feedback might be requested of the coach by the company, budget holder etc. This is provided in broad themes without disclosing any personal details. The coach will give full disclosure to the coachee of any such conversations taking place. In each group coaching and training course, all delegates are asked to respect the confidentiality of the occasion.

How is it best to create and define my outcomes?

By having a detailed "chemistry meeting" with an experienced coach and giving serious thought as to what you want to get out of it.

How will it change my life?

If you set clear, achievable and desirable goals the results can be happiness, empowerment, insight and fulfilment.

How will it achieve my career goals?

By feeling determined, focussed, successful, empowered and fulfilled.

How much is it going to cost?

Please see costings page (insert).

How can I persuade my leader it is what I need?

How will your leader benefit from having a more successful and productive employee? Think of your outcomes, what changes you need to make, how long is it going to take to get there, how will you know if it has been successful, what might stop you and the overall benefits when you have succeeded. Assess how many sessions you might need and how much it is going to cost.

How will coaching/training change my life?

Goals and ambitions will be set that are truly important to you. We will then work on your belief structure to ensure you have the ability to fulfil these. We will also work on your values and purpose to ensure congruency in all areas of your life.

Why does my company need The Mind Business?

The Mind Business has been designed to focus on any company's "people needs". From basic communication skills, executive presence, team work, performance coaching – either in a one to one format or in groups. All courses are designed in a modular format so are suitable to teams and individuals at any stage in their personal development journey. We are here to facilitate solutions for individuals, teams and companies to maximise individual and team performance.

Why do I need it?

Why don't you need it?

THE MIND BUSINESS

TERMS AND CONDITIONS

1. Parties

1.1 "The company" – Julia Alison Rennie trading as "The Mind Business" of Ganwick Cottage, Ganwick, Barnet, Herts EN5 4SG

1.2 "the client" - the person or company specified in part one of the schedule hereto.

2. Services

2.1 the company agrees to provide to the client the services specified in part two of the schedule hereto in consideration of payment of the fee specified in part three and at the venue specified in part four hereof.

2.2 the company agrees to provide the services in accordance with the objectives agreed with the client and to use its best endeavours to train all delegates and assist them to realise their full potential.

3. Payment

3.1 the company shall invoice the client at the time of booking the services of the company and all invoices shall be paid within 30 days of the date thereof. In the event that the invoice is not paid within that period the client shall pay interest to the company at 2% per annum above base rate from the date of the invoice until the date of payment.

3.2 in the event that the services to be provided to the client shall be scheduled to commence on a date less than 30 days after the date of the booking the client shall forthwith pay the fee to the company.

4 Expenses

In addition to the fees payable to the company the client shall pay the expenses specified in part five of the schedule.

5 Cancellation and rescheduling

5.1 In the event that the client cancels the booking it shall pay to the company cancellation charges in accordance with the following periods of notice of cancellation:-

5.1.1 60 to 90 days - Nil

5.1.2 30 to 60 days - One third of the contract price

5.1.3 less than 30 days notice - The full contract price

5.2 In the event that the client wishes to change the date of the course and the company agrees to such change the client shall pay to the company a 10% administration charge.

5.3 the client shall forthwith inform the company of any change of delegate.

5.4 in the event that the company is unable for any reason to provide the course on the date specified the company may at its option refund the fee or provide the course to the client on the earliest date that is convenient for the company and the client.

6 Confidentiality

6.1 the client agrees that it will not without the prior written consent of the company use any literature or documentation provided by the company.

6.2 the company agrees that it will keep confidential any information and/or documentation provided by the client in respect of itself and/or any delegates.

7 Termination

7.1 without prejudice to its right to claim its fee and/or damages the company may terminate this agreement forthwith by written notice if: -

7.1.1 the client has not paid the company's invoice 30 days or more before the course is due to commence;

7.1.2 the invoice has not been paid and: -

7.1.3 the client becomes insolvent or ceases to trade or compounds with its creditors or

7.1.4 a bankruptcy petition or winding up order is presented or made against the client or

7.1.5 a receiver is appointed in respect of any of the client's assets or

7.1.6 a petition for an administration order is presented for such order and is made in relation to the client or

7.1.7 a resolution to wind up the client is passed or a liquidator is appointed in respect of the client.

8 Proper law

The law of England shall govern this contract

The Schedule

Part one - The client

Part two - The services

Part three - The fee

Part four - The venue

Part five - The expenses

I ACCEPT THE ABOVE TERMS AND CONDITIONS OF BUSINESS

Signed

Name of client

Dated



Julia Rennie

MANAGING PARTNER

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IMPACT AND EMPOWERMENT THROUGH INSIGHT

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