**Expectations of those attending learning and organisational development events**

Our aim is to provide you with a high quality learning experience that is positive for everyone. Please abide by the following:

* Prior to booking on to an event ensure that the content and outcomes appropriately match your learning objectives, i.e. that you have investigated the course content thoroughly. Ensure it relates to your work, meets your current and future needs and needs of your service, including improving outcomes for service delivery.
* Arrive punctually at the venue and be prepared to attend for the full duration of the event. Your commitment to attending for the full duration should be determined at the time of booking and be honoured accordingly.
* Arrive back punctually after scheduled breaks.
* Show a willingness to engage and participate in the learning and contribute fully.
* Disrupting or distracting others is not acceptable. No texting, emailing, receiving/making telephone calls apart from during scheduled breaks. In exceptional circumstances it may be permitted so please discuss with the facilitator.
* Respect others around you. Where differences of opinion arise, challenge the point of view honestly and respectfully not the person. Rudeness to other delegates and the facilitator is not acceptable.
* If you are unable to attend at short notice an appropriate substitute can be sent. An appropriate substitute will have similar needs in relation to event content and outcomes and be able to embed/share the learning experience afterwards.
* Maintain confidentiality, within agreed parameters, at all times. Where you feel that it is in the interest of either the organisation or service delivery to breach confidentiality, discuss this in the first instance with your facilitator and/or line manager.
* Workforce Development reserves the right to inform the manager of inappropriate conduct, non participation, and incomplete attendance or of any other concerns.
* Following the event, you should be prepared to provide your line manager with an assessment of the experience, and how you intend to apply the learning.

I have read and agree to the terms and conditions, including the Cancellation Policy

(Please tick) □