# Coaching and mentoring skills workshops

## Autumn 2022

Please select your preferred cohort and return the completed booking form to [events@college.pnn.police.uk](mailto:events@college.pnn.police.uk) **no later than five days before your chosen cohort commences**.

Please note:

* Workshops are open to police officers and police staff at any level who have line management responsibility or a leadership role in another capacity.
* This programme requires full commitment in terms of attendance and practice between the online and face-to-face learning sessions.
* In order to complete this programme, you will need to attend all three sessions, as none of them are optional. For example, if you are unable to attend Session 1, you won’t be able to attend neither Session 2 nor 3. Similarly, if you don’t attend Session 2, you won’t be able to attend Session 3.
* The College shares the list of delegates with their home forces, to support in-force mentoring. Delegates can also register on our national list of mentors.

**By booking onto the workshop, I confirm that:**

* I have line management responsibility and/or perform a leadership role in another capacity.
* I intend to remain in the police service (either as a police officer or police staff) for at least another two years.
* Following completion of the workshop, I commit to mentoring at least three colleagues from groups under-represented in policing over the period of 18 months.

Mandatory Please tick this box to confirm you have read and agreed to this commitment

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| Workshop information | | | | | |
| Cohort | Online session 1 (half day) | Face-to-face Workshop 1 | Face-to-face  Workshop 2 | Location of the face-to-face session | Preferred cohort (please tick) |
| **1** | **13 Sept**  09:30 13:00  With short break | **28 Sept** 10:45 16:45  Lunch | **29 Sept**  09:30 16:15 Lunch | **Harperley Hall** |  |
| **2** | **5 Oct**  09:30 13:00  With short break | **19 Oct**  10:45 16:45  Lunch | **20 Oct**  09:30 16:15 Lunch | **Ryton** |  |
| **3** | **11 Oct**  09:30 13:00  With short break | **25 Oct**  10:45 16:45  Lunch | **26 Oct**  09:30 16:15 Lunch | **Ryton** |  |
| **4** | **18 Oct**  09:30 13:00  With short break | **01 Nov**  10:45 16:45  Lunch | **02 Nov**  09:30 16:15 Lunch | **Ryton** |  |
| **5** | **15 Nov**  09:30 13:00  With short break | **30 Nov**  10:45 16:45  Lunch | **01 Dec** 09:30 16:15 Lunch | **Broadway House**  **SW1H 9NQ** |  |
| **6** | **07 Dec**  09:30 13:00  With short break | **12 Dec**  10:45 16:45  Lunch | **13 Dec**  09:30 16:15 Lunch | **Ryton** | **Fully booked** |
| **7** | **15 Dec**  09:30 13:00  With short break | **11 Jan**  10:45 16:45  Lunch | **12 Jan**  09:30 16:15 Lunch | **Holiday Inn**  **Derby**  **DE1 2AY** |  |

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| Delegate information | | | |
| Rank |  | Title |  |
| First name, surname |  | | |
| Force/organisation name |  | | |
| **Mandatory**  Work email address |  | | |
| **Mandatory**  Mobile number |  | | |
| **Security clearance: This section is mandatory. You cannot proceed with your booking if it isn’t completed.** | | | |
| **Level of security vetting** |  | | |
| **Date of expiry** |  | | |
| **Reasons for applying for workshop** |  | | |
| Dietary requirements |  | | |
| Do you require any reasonable adjustments under the Equality Act 2010? | **No**  **Yes**  Please explain here: | | |

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| Accommodation | |
| I would like accommodation at my chosen site on the following date(s):  The cost of overnight accommodation at Ryton or Harperley Hall is £77.00 plus VAT and includes dinner (served 6-8pm, Monday-Thursday only), bed and breakfast | **Date(s)** |

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| Accommodation payment details | |
| **Please note accommodation bookings cannot be confirmed unless full payment information is provided**  Please quote **coaching and mentoring** for referencing purposes | |
| Total fees payable |  |
| Credit/debit card – please provide name on card to be used for payment and contact telephone number for our accounts department to call |  |
| Please invoice me  Purchase order number (must be provided to create the invoice)  Invoice email address |  |
| **Please provide an electronic copy of the purchase order for accommodation (if applicable) to accompany this booking form** | |

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| Cancellation policy |
| Notice of cancellation must be made by email. If the delegate/force training coordinator advises the College of a cancellation or postponement more than 29 days before the start of the event, there will be no charge. If, however, a cancellation is made within 29 days of the start of the event, the following sliding scale of charges is applied:   |  |  | | --- | --- | | **Working days prior to the commencement date** | **Cancellation fee as a percentage of the full charge** | | 29 to 21 | 25% | | 20 to 15 | 50% | | 14 to 7 | 75% | | Less than 7 | 100% |   In the event the delegate fails to attend or complete an event 100% of the Event charge will be payable.  These cancellation fees will either be deducted from any payment made in advance and the balance being refunded to the Customer or where payment has not already been made the College will issue an invoice in respect of the cancellation fees which the Customer shall pay within 30 calendar days.  In the event that the Course or Event is hosted at a non-College Location, the Customer shall be liable for all costs and cancellation charges incurred by the College in the event of cancellation by the Customer or its Delegates. For the avoidance of doubt, a non-College location is any site where the College is subject to cancellation terms of third party providers of accommodation.  **Notice of cancellation must be made by email via to** [events@college.pnn.police.uk](mailto:events@college.pnn.police.uk) |

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| Terms and conditions |
| All services related to your event are provided under the College’s [standard terms and conditions for courses and events](http://www.college.police.uk/Legal/terms_and_conditions/Documents/Consolidated-Course-Event-Terms-v1-1-2.pdf).  These terms apply to the contract to the exclusion of any other terms that the customer seeks to impose or incorporate, or which are implied by trade, custom, practice or course of dealing.  Completion, signature and electronic submission of this form signifies your acceptance of the [terms and conditions](http://www.college.police.uk/Legal/terms_and_conditions/Documents/Consolidated-Course-Event-Terms-v1-1-2.pdf).  **Note: by completing this booking form electronically, your signature to this document is implied and accepted.** |
| Privacy notice |
| The College of Policing will handle the information that you provide in compliance with data protection legislation. Your information will be processed for the purposes of registering you for this event and obtaining payment of delegate/accommodation fees where applicable.  The information will be processed under the lawful basis of being necessary for a contract.  For the College of Policing to fulfil its purpose, your information may be shared with internal departments. Occasionally we may share your information with your force; this is mainly for the purpose of confirming your attendance and facilitating shared travel arrangements. Your information will not be shared outside of this process or with any other third-party organisations.  We may also use your email contact details to keep you informed of related development-based activities or opportunities that may be of interest to you. If you do not wish to receive these updates, please contact [events@college.pnn.police.uk](mailto:contactus@college.pnn.police.uk) and you can opt out at any time.  Your information will be held securely and only processed for the purposes stated above. We will hold your information for two years.After this period your information will be securely disposed of if you are no longer engaged with the College.  You have certain rights under data protection legislation. For more information, please see our full [privacy notice](http://www.college.police.uk/Legal/fair-processing-notice/Pages/Fair-Processing-Notice.aspx), which can be found on the [legal page of our website](https://www.college.police.uk/privacy). |