

Training Contract

This contract refers to the Training Course detailed, below. The contract "is an agreement between the trainer, manager and participant". Its main purpose is to ensure that training is seen as a process beginning with notification of course availability, spanning the duration of the course and any follow-up and implementation back at your workplace.

Course providers agree to...

- Clearly set out the aims and objectives of the course.
- Provide joining instructions and pre-course information.
- Provide hand-outs for participants as necessary.
- Provide a comfortable training environment.
- Provide support, back at work, for implementing course learning through the provision of the Health Promotion resource service.
- Ensure the course is evaluated and results are used to inform future training.

As manager of the participant I agree to...

- Ensure the suitability of the participant following assessment of training needs, willingness to attend and commitment of the individual.
- A commitment to release the participant for the duration of the course.
- Ensure that the participant builds in time to use the learning from the course back at work.
- Ensure support for participant back at work.
- Ensure that the participant is free from all work commitments during the training.

As a participant I agree to...

- Participate in the entire course.
- Ensure that I am free of work commitments for the duration of the course.
- Build in time, back in the workplace, to use learning.
- Inform the Core Training Secretary if I cannot attend (at least 48 hours in advance).

Participant's Name

Participant's Signature

Manager's Name

Manager's Signature

Senior Health Promotion Officer

Booking Form

NB: Only one course per booking form. Please photocopy, complete and return another form for each additional course you wish to attend.

Name

Designation

Organisation

Address

Tel:

Fax:

Email

Course Title

First Choice Course Date

Second Choice Course Date

Manager

Address

Tel:

Fax:

NHS Staff only

Pay No

NHS Staff only

Dept/Ward

NHS Staff only

Base

NHS Staff only

North CHP/South CHP

Once the Training Contract (above) has also been completed, return the whole form to ..

Ann Moss, Core Training Secretary (Health Promotion),
Trust Headquarters, Strathclyde Hospital,
Airbles Road, Motherwell ML1 3BW

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