

GLOBAL LEARNING



JOINING INSTRUCTIONS FOR COURSE ATTENDEES

TRAINING | CONFERENCES | CONSULTATION

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LONDON
TRAINING FOR
EXCELLENCE

INTRODUCTION

HELLO AND WELCOME

First of all, we would like to thank you for choosing London Training for Excellence. We are excited about helping you advance your business goals and hope you find the information laid out in this document beneficial to your upcoming training course.

Schedule & Facilities

A map showing the location of the Centre is attached.

Your course has been specifically designed to meet your needs, on the first day of your course, you are asked to arrive for 2.00pm and you can expect to finish for the day around 6.00pm, there will be a coffee break at 3:30pm. We provide all necessary course materials; you are not required to bring anything with you. We recommend that you wear smart casual clothing for your comfort. Should you have any disability or learning difficulty, which could affect your training with us, please contact us as soon as possible so that we can make the necessary arrangements to accommodate your particular needs. Hot and cold drink facilities are available throughout the course along with pastries.

We operate a 24 hour emergency number, so Should you have any issues on your course you can Call us on +44 (0) 2071833294

We look forward to meeting you and trust that you will enjoy your course. In the meantime, should you have any queries please do not hesitate to contact the Centre.



LOCATION & ADDRESS

Regus Auteuil
27/29 Rue Raffet, 75016
Paris, France



CENTRE CONTACT NUMBER

+33 140505555



EMERGENCY CONTACT

We operate a 24/7 emergency contact number, so should you have any questions about your course please call us on **+44 (0) 2071833294**. Our team of experts are awaiting your call.

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LOCATION & ADDRESS

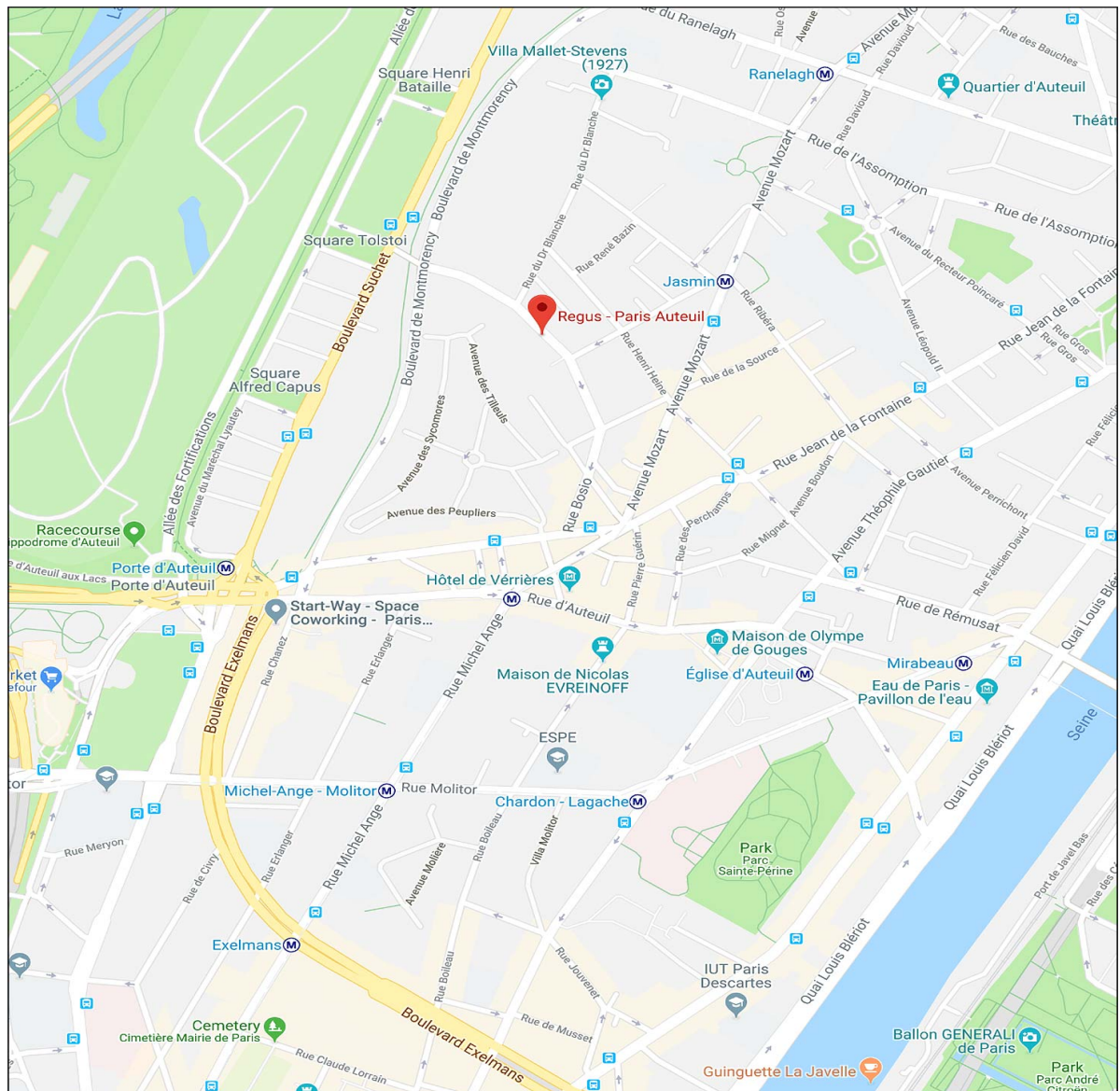
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YOUR LEARNING EXPERIENCE

YOUR 'KEY' TO THE CITY

Don't forget to download and print a copy of your exclusive London Training for Excellence '*City Guide*', created by us for all our course attendees to help them explore the city!

We want to help you get around with ease, make the most of your free time, see some amazing sights and learn some amazing things about the city you are undertaking your training in.

We have also thrown in a few discounts and deals exclusive to London TFE delegates – so why not make the most of it!

CLICKS AND PICS

Connect with us on social media and share your London Training for Excellence training experience by tagging **@londontfe** and **#londontfe** in all of your photos!



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