



In-House Workshops - Ratecard 2011/12

Session	Length	Format	Price	SME/Public Sector/Large Charity Discount*	Small Charity/Micro-business/Freelancer Discount**
Getting Your Inbox to Zero	3 hours	1.5 hours workshop 1.5 hours at-desk coaching	£2000	£1400	£1000
Email Etiquette	3 hours	1 hour workshop, 1 hour at-desk coaching 1 hour collaborative exercise	£2000	£1400	£1000
How to Get Things Done	6 hours (full day)	2.5 hours workshop 3.5 hours at-desk coaching	£2700	£1900	£1400
Smells Like Team Spirit	3 hours	1.5 hours workshop 1.5 hours collaborative exercise	£2000	£1400	£1000
Making Meetings Magic	3 hours	2 hours workshop 1 hour practical exercises	£2000	£1400	£1000
				*SME (20-149 staff), Public Sector (any size), Large Charity or Social Enterprise (150 or more staff)	**Small charities or social enterprises (less than 150 staff), Businesses with less than 20 staff, Freelancers

We will work with you to assess the most appropriate workshop(s) for your organisation.

Discounts available with multiple bookings. All workshop materials are included.

The practical nature of the workshops mean that usually it's preferable that they take place at your offices, but if that's not possible, just let us know. More info and availability on request.