

Keys Training

Joining Instructions – Manchester

Digital World Centre (Salford Quays)



Venue

The course venue in Manchester is the Regus Business Offices, **Digital World Centre**, 1 Lowry Plaza, The Quays, Salford, Manchester, M50 3UB – (Situating opposite the Lowry Theatre).

Directions

Please visit our website (www.KeysTraining.com) and click on Training Locations – Manchester button; where directions by road, rail and MetroLink are detailed. The venue has free secure car parking on site.

Course Times

Courses commence at **9.30**; the training centre is open from 8.30. We strongly suggest that you arrive by 9.15 am so that you are not rushed. We normally end at **16:30** and always give those that are interested the opportunity to stay and ask questions. Our trainers do not rush off, as they are happy to talk informally to delegates at the end of the day.

Breaks & Refreshments

Coffee, tea, biscuits are usually offered mid morning and afternoon. There is a lunch break of up to one hour normally from 12:30.

Dress Code

We have no specific dress code. We want you to relax and enjoy the course, and of course insist that mobile phones are switched off.

Contacting us on the Day

If you are unable to attend on the day, are likely to be late, or have some other problem, please telephone us directly on **07768 757021** and we will let your trainer know.

Manuals and workbooks

You will receive course notes or a comprehensive workbook during or at the end of the course as appropriate. These are yours to keep.

Feedback

Feedback from delegates is vital to the on-going development of **Keys Training**. We welcome formal and informal feedback at any stage. It is a condition of attending our training that you complete an evaluation form on the day please - how much or little you write is entirely up to you.

What's next?

A strong point with our training is that each course is entirely self-contained, even if it is part of a longer programme. What you do next is entirely up to you, and we will happily provide advice to support you in the planning of your future training and personal development needs.

Contact details

For more details about **Keys Training** please visit our website or call **0845 402 2781**