

# Keys Training

## Joining Instructions – Manchester

### Princess Street



#### Venue

Your Keys Training course venue in Central Manchester is at **Activia Training**, 40 Princess St, Manchester, M1 6DE

#### Directions

Please visit our website ([www.KeysTraining.com](http://www.KeysTraining.com)) and click on Training Locations – Manchester button; where directions by road, rail and MetroLink are detailed.

#### 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

Hot and cold drinks are available at all times. A light lunch is provided.

#### 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**