

Booking Form – One Housing Group Resident Training Courses 2010

All information provided will be kept strictly confidential

Your details

Contact Details	
Name:	
Address:	
Male: <input type="checkbox"/>	Female: <input type="checkbox"/>
Contact no:	
E-mail:	

How did you hear about the training courses?	
Mailshot	<input type="checkbox"/>
Email	<input type="checkbox"/>
OHG Staff	<input type="checkbox"/>
Word of mouth	<input type="checkbox"/>
Other (please list)	<input type="checkbox"/>

Availability

Your preferred time of day for the course (please tick):	
Weekday daytime (between 9am and 5pm)	<input type="checkbox"/>
Weekday evenings (after 6pm)	<input type="checkbox"/>
Weekend daytime (between 9am and 5pm)	<input type="checkbox"/>

Course interest

Course Titles	Course Titles	Course Titles
Book Keeping <input type="checkbox"/>	Managing a Project <input type="checkbox"/>	Dealing with Anti Social Behaviour <input type="checkbox"/>
Secretarial Skills I <input type="checkbox"/>	Leaflet Design <input type="checkbox"/>	Introduction to Management <input type="checkbox"/>
Secretarial Skills II <input type="checkbox"/>	Customer Care I <input type="checkbox"/>	Debt Management <input type="checkbox"/>
Speaking with Confidence <input type="checkbox"/>	Customer Care II <input type="checkbox"/>	Better Relations with your RSL <input type="checkbox"/>
Understanding Equalities & Diversity <input type="checkbox"/>	Microsoft Office I <input type="checkbox"/>	Carpentry <input type="checkbox"/>
Resolving Conflict <input type="checkbox"/>	Microsoft Office II <input type="checkbox"/>	Painting & Decorating <input type="checkbox"/>
Introduction to Childcare <input type="checkbox"/>	Introduction to Plumbing <input type="checkbox"/>	Electrical Training <input type="checkbox"/>

Are there any additional training courses that you would be interested in?

Yes (please list)

No

Preferred Training Venue

Training venues for the courses will depend on the level of demand for each course in each area. Please confirm your preferred training venue below.

Which training venue is most suitable for you?

One Housing Group Head office –100 Chalk Farm Road, NW1

One Housing Group – Suttons Wharf South, 44 Palmers Road, E2

Phoenix Heights Community Centre – 140a Byng Street, London E14

Flower and Dean Community Centre – 41 Flower and Dean Walk, London E1

Virginia Quays Community Centre – 35 Sexton Court, 9 Newport Avenue, E14

Other (Please list).....

Childcare Expenses

Do you require childcare expenses?

Yes

No

Dietary requirements

Please list any special dietary requirements

Support Needs

Do you have any other specific access / support needs?

Yes (please list)

No

Language / Translation

Is English your first language?

Yes No (*please list your mother tongue language*)

Do you require a translator to attend the training with you?

Yes No

Do you want us to arrange a translator to attend the training with you?

Yes No

Future Training programmes

Would you like to be contacted in the future about other training, learning and development programmes or events that One Housing Group are running?

Yes (via email) Yes (via post) Yes (via telephone)

No thanks. I am not interested

Learning Needs and Expectations

Please state what you hope to achieve from this course. What do you hope to be able to do differently after participating in the training?