

AMS Full Cycle Learning© Joining Instructions

Welcome to AMS and our learning programmes. We look forward to meeting you. Please read the information contained in this document and the other documents in your joining pack. The information is designed to enhance your visit to AMS.

Timing

- Training days start at 09:30 prompt and will usually finish at 17:30 (Note : The traffic in Reading is unpredictable to put it mildly, so please bear this in mind when planning your journey)
- There will be a break for lunch at about 12:30 each day (lunch will be provided)
- There will be tea/coffee breaks at around 11:00 and 15:30 each day (tea/coffee will be provided)
- These times will be at the discretion of your trainer

General information

- Your trainer will point out the location of the fire exit and toilet facilities.
- This is a no-smoking office. Your trainer will point out where you can smoke if this is required.
- AMS can be contacted on 0118 9605 800
- Our web-site is www.amsrealtime.com/training

Learning Group Guidelines

- **Everyone takes part in the learning** - The work during this course requires delegates to pool knowledge and skills. Each delegate is required to offer these as resources for resolving problems, issues or exercises facing the group
- **Keep our commitments** - When we agree to do something by a certain time, we do it, if we cannot, we re-negotiate
- **Confine side discussions to breaks** - We will stay involved with what's happening in the group. Talking on the side could disturb delegates and limit individual contributions
- **Timing** - We begin and finish sessions and breaks as agreed. Now and then, we may contract to take extra time to conclude a piece of work or we may finish earlier than planned

Pre course Preparation

We will be covering many topics on this course. In order to ensure that we cover everything that is planned, we need you to do some thinking prior to attendance. Please complete this form and bring it with you on the day of the course.

Please list below, 3 specific things you want to be able to do, or do better, as a result of attending this course.

1.

2.

3.

Please also supply the following information...

Title _____

Name _____

Organisation _____

AMS Course Title _____

AMS Course start date _____

Your E-Mail address _____

Telephone number (Daytime) _____

Address details _____

Training department
Contact details
