

# Courses Arrangements

## Timings / Days

I am happy to start and end the course at any time of the day and alter lengths of sessions if necessary. Weekends, weekdays, evenings and early starts are all acceptable. Typical days (examples only) may be:

For 6 hour days (example only):

9.00 – 10.30	Session 1
10.30 – 10.45	Break
10.45 – 12.15	Session 2
12.15 – 13.45	Lunch
13.45 – 15.15	Session 3
15.15 – 15.30	Break
15.30 – 17.00	Session 4

For 7 hour days (2 options; example only):

9.00 – 10.10	Session 1
10.10 – 10.25	Break
10.25 – 11.35	Session 2
11.35 – 11.50	Break
11.50 – 13.00	Session 3
13.00 – 14.00	Lunch
14.00 – 15.10	Session 4
15.10 – 15.25	Break
15.25 – 16.35	Session 5
16.35 – 16.50	Break
16.50 – 18.00	Session 6

9.30 - 10.40	Session 1
10.40 - 10.55	Break
10.55 - 13.15	Session 2
	Session 3
13.15 - 14.15	Lunch
14.15 -16.35	Session 4
	Session 5
16.35 – 16.50	Break
16.50 – 18.00	Session 6

Lunch would, if desired, be taken with the trainer.

## Additional Trainers

If required, I can introduce other associate trainers and coaches, all of whom I have known and worked with for many years; these include language and communication trainers, teachers, teacher trainers, academics, writers, leadership trainers, lecturers, business leaders, linguists, consultants, intercultural experts and executive coaches and leadership mentors.

## Qualifications and Accreditations

I am qualified to Master's degree level with a Cambridge CELTA and ILM Level 7 Diploma pending.

## Booking or Enquiries

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