

## RESIDENTIAL WEEK

19th - 24th June, 2011  
Ettington Chase - STRATFORD-UPON-AVON



**PLEASE BOOK ONLINE AT**  
[www.abfa.org.uk/publiccdb/select\\_event.asp](http://www.abfa.org.uk/publiccdb/select_event.asp)

### COURSE DETAILS

#### LOCATION

The Residential Week will be held from 19th - 24th June 2011 at Ettington Chase, Banbury Road, Ettington, Stratford upon- Avon, England, CV37 7NZ.

Tel: (0)1789 740000

Telefax: (0)1789 740909

Web: [www.ettingtonchasehotel.com](http://www.ettingtonchasehotel.com)

The last date for registration for the course is 31st May 2011, although we recommend that you book early to avoid disappointment as there are limited spaces available.

Students will be sent full joining instructions prior to their arrival.

**DURATION** 5 Days  
(Sunday afternoon until Friday lunch time).

**COST**  
£2,150 Members  
£2,150 Non-Members  
Payable on registration to the ABFA.  
The cost of the course includes 5 nights accommodation, breakfast, lunch, dinner and refreshments.

**MAXIMUM NUMBER** 24

**DRESS CODE**  
Smart casual

The ABFA Residential Week is a one-week intensive Management Assessment Centre. It focuses on personal and professional development in the areas of inter-personal and management skills.

The course was updated in 2009 to highlight the constantly changing market that our industry faces, giving delegates the opportunity to understand the importance of strategy and planning in difficult market conditions.

#### WHO SHOULD ATTEND

The Residential Week is open to any Member or Non-member employee. The course is aimed at those individuals looking to progress into a management role or new to a management role. Client Managers, Account Managers, Operations Supervisors and Team Leaders would especially benefit.

The week provides an invaluable aid to employers seeking to identify and evaluate future staff with management potential. The course would challenge and encourage any employee who wishes to develop their skills in this area.

**This course may be undertaken as part of requirements within the ABFA Diploma or on a stand alone basis; there are no specific entry requirements.**

#### COURSE CONTENT

The course lasts for a week and is made up of two elements, the Business Simulation Exercise and Management Exercises.

#### Business Simulation Exercise

The Business Simulation Exercise takes place throughout the week and gives students an opportunity, working in a team, to direct and manage an invoice finance company.

It encourages students to operate in a truly competitive environment where good business management, well thought out ideas and innovative approaches are reflected in their achievements. Throughout the week decisions taken will impact on their results, encouraging students to gain a wider understanding of current industry issues.

This Simulation Model has been developed specifically for the ABFA to include as many of the issues that face the industry as possible. The team environment

encourages the exchange of ideas allowing students to develop a wider understanding of how the various areas of control impact on each other.

#### Management Exercises

The Residential Week is interspersed with a number of Management Exercises, which are both team and individually based. These allow students to work with other people on the course who are not in their Business Simulation team.

#### ASSESSMENT

Throughout the week students are assessed as they deal with the issues that are presented, against a defined set of behavioural skills, with the collective records from all assessors forming their overall results.

Skills tested are: assertiveness, communication, decision-making, innovation, leadership, motivation, negotiation, organisation and reasoning.

**The assessors, who are present for the entire week, view all students to ensure a fair and reasonable result is achieved.**

Once students have completed the Residential Week, they (and their employers) will be notified of the mark awarded and they will receive feedback from the assessors to assist in planning their personal development. This will involve the students attending a feedback session at a pre-determined location and time to be advised before the week begins.

#### CANCELLATION POLICY FOR THE RESIDENTIAL WEEK

- Any changes or cancellations to bookings must be made in writing (email is acceptable).
- All cancellations must be received at the ABFA 45 working days before the start of the Residential Week to qualify for a full refund.
- Written cancellations 30 working days before the start of the Residential Week will be subject to a 50% refund.
- No refund is possible for any cancellations made after 30 working days from the start of the Residential Week.
- We are happy to welcome a substitute delegate at any time.