

RESIDENTIAL WEEK



ABFA

MORE DETAILS

**Registration
deadlines:**

The Residential Week will be held from 6th - 11th June 2010 at Ettington Chase, Banbury Road, Ettington, Stratford-upon-Avon, England, CV37 7NZ.

Tel: (0)1789 740000

Telefax: (0)1789 740909

Web: www.ettingtonchasehotel.com

The last date for registration for the course is 15th May 2010, although we recommend that you book early to avoid disappointment as there are limited spaces available.

Bookings can also be made on-line by visiting:

www.abfa.org.uk/publicdb/select_event.asp

Prior to their arrival students will be sent full joining instructions.

NEW AND IMPROVED

ABFA Residential Week

6th - 11th June, 2010

**Ettington Chase
STRATFORD-UPON-AVON**

ABFA

Tel: 020 8332 9955

Fax: 020 8332 2585

Website: www.abfa.org.uk

Please return to:

The Administration Office
The ABFA
Boston House
The Little Green
Richmond, TW9 1QE



BOOKING FORM

ABFA Residential Week

Ettington Chase, Stratford-upon-Avon
Sunday 6th - Friday 11th June 2010



DETAILS

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.

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

Duration: 5 Days (Sunday afternoon until Friday lunch time).

Maximum numbers: 24 people

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.

MORE DETAILS

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.

Contact Name _____

Company _____

Address _____

Postcode _____

Telephone _____

E-mail _____

Delegate

Name _____ Job Title _____

Email _____

Delegate

Name _____ Job Title _____

Email _____

Delegate

Name _____ Job Title _____

Email _____

Delegate

Name _____ Job Title _____

Email _____

A pre-assessment questionnaire and joining instructions will be sent directly to delegates. These documents are also available on the website. Course material will be given out during the Workshop.

Bookings and Payment

Per Person

Fee £

Total Payment enclosed £

Please make your payment payable to: **ABFA**

Note: VAT is applicable for ABFA courses

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 days before the start of the Residential Week to qualify for a full refund.
- Written cancellations 30 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 days from the start of the Residential Week.
- We are happy to welcome a substitute attendee at any time

Consent Clause

I hereby give my explicit consent (and have obtained the explicit consent from the people I have named on this form) to the ABFA Limited, and any data processors they may use processing the personal data provided on this form, for the purposes set out at the beginning of the form.

P.T.O.