Thank you for your interest in holding a workshop with me for your team/ group. I have prepared the following reflections and questions to help us tailor it to your needs and also organize the logistics. I invite you to consult with your team, fill it up and send it to me.

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| --- | --- | --- |
| **Name of Contact Person for this group** |  |  |
| **Your role in the organisation** |  |  |
| **Name of Group**  **(Describe briefly the nature and aims of your group)** |  |  |
| **Your contact information: Phone Number, email, address** |  |  |
|  | **My reflections** | **Kindly fill in your ideas here** |
| **Expected number of participants** | **Workshops and Seminars can be carried out with various number of people depending on the aim and location provided. The smaller the group, the more each member gets to have individual attention. Talks can be carried out with large groups where we can also introduce smaller groups for reflection so that participants can get the opportunity during the event to reflect and process.** |  |
| **Aims that you would like to achieve** | **What would you like the talk/workshop/seminar to be about?**  **What would you like to achieve?** |  |
| **Workshop/Training Title** | **Suggest a working title for your event, we can decide on the final title together.** |  |
| **Date (to be set with the facilitator)** | **Suggest month or week or a specific day.**  **Needs to be planned and confirmed in advance. Best set it on the phone when we both have our diaries in hand)** |  |
| **Time frame** | **If the aim of the group is a one-off, hands-on and experiential ideally when possible would suggest that we set the time frame according to the number of people. I would usually allocate at least half an hour for each team member.**  **Suggested Time Frames examples for training and workshops:**  **Half-day Workshop (4 hours) includes half an hour break**  **Full-Day Workshop: 9 am to 4 pm (includes 1hour lunch break**  **and two small coffee breaks 15 minutes each)**  **Ongoing team mentorship: 2 hours a month (suggested number maximum of 10 people)** |  |
| **Location** | **Not included for big groups.**  **Can be carried out online.**  **In my clinic currently, I can host groups of around ten to 15 people.**  **We can hold the training at the venue of your choice. When possible, circular seating is preferred as its more conducive to group communication.** |  |
| **Price on request.**  **Payment Estimates\*** | **The suggested fee for the workshop depends on the venue/location, number of hours, number of people involved and amount of preparation needed. The price includes preparation time,**  **workshop facilitation,**  **craft/art material when needed.**  **Estimates for a workshop in a venue provided by you in Malta\*:**  **Half-day: €600**  **Full-Day: €1000**  **Workshops can also be organized in Gozo, online or overseas. Price would vary to take into account travelling time and expenses.** |  |
| **Payment Terms** | **Deposit 50%of the amount**  **at the time of the booking.**  **It is non-refundable if training is cancelled by yourself.**  **A two-weeks’ notice is needed if you need to reschedule using the same deposit.**  **The rest of the payment to be paid on the day of the training.** |  |
| **Payment Options** | **Cash**  **Cheque**  **BOV Mobile Banking or Revolut: 99447307**  **Paypal: elainemarygrech@gmail.com**  **Online Banking Transfer**  **IBAN: MT60VALL22013000000040013125068**  **SWIFT Code: VALLMTMT**  **Make sure you add your payment details when carrying out a payment: Your Name and Service you are paying for example (example Training Workshop on Date X)** |  |
| **Other comments or questions:** |  |  |