

Training Workshops & In-house Services 2012



PECS & The Pyramid Approach To Education

About Us

Pyramid Educational Consultants are the only official training provider of The Picture Exchange Communication System (PECS) and the Pyramid Approach in the UK and Ireland. We provide exceptional training and in-house support for communication, functional skill development and behavioural issues. We aim to support families and professionals to improve the skills and lives of people with communication difficulties. First established in the US in 1992 by Andy Bondy, PhD, and Lori Frost, MS, CCC-SLP, the UK base opened in Brighton in 1998 to support developments in the UK, Ireland and beyond.

The Picture Exchange Communication System (PECS) is a successful approach that uses pictures to develop communication skills. It is appropriate for children and adults with a wide range of learning and communication difficulties including autism. Easy to access, affordable to implement and scientifically supported as one of the most effective communication interventions, PECS is an opportunity to open the door to spontaneous communication.

The Pyramid Approach to Education is for people of all ages, with communication and learning difficulties. Based on a behavioural perspective, it provides an invaluable foundation for professionals and family members who want to provide the best possible environment for successful learning in the home, school or community.

Training Workshops

Our workshops draw on the latest research and practical advice and are presented by experienced consultants. The training will give you the tools, knowledge and motivation to effectively improve and support the skills of people with communication difficulties.

Training is appropriate for:

- Parents, family members and carers
- Teachers and teaching assistants
- Speech and language therapists
- Senior managers and programme directors
- Educational and clinical psychologists
- Care home staff
- Community outreach workers
- ABA therapists
- Portage staff
- Physiotherapists
- Occupational Therapists
- Research and university staff
- Paediatricians and other medical professionals

Where to start

If you're new to PECS and the Pyramid Approach, the first workshop to attend is the PECS Basic Training. After completion of the Basic Training, you can go on to develop your skills in PECS Advanced Training. We also offer workshops that do not require PECS experience: *A Teachers Guide to Organising and Managing the Classroom*, the *Guide to Managing Challenging Behaviour*, *Teaching Critical Communication Skills: HELP! I can't WAIT to ask for a BREAK and more* and the *Language of Emotions*.

Workshops start at 9am and finish at 4:30pm. Please make sure you arrive approximately 30 minutes beforehand. Training materials will be handed out at registration on the day. Please note that attendance at any workshop does not qualify you to train others. Part attendance of two-day workshops is not possible as contents are integrated over the two days. Changes in presenters and venues may occur on rare occasions.

In-house Services

We can deliver all of our Training Workshops in-house to a location of your choice. This can save you money in attendance fees and staff travel costs as well as enable you to motivate and train a group in your own setting.

We also offer various **In-house Services** in the form of consultation providing systematic feedback on the implementation of all the elements of PECS and the Pyramid Approach.

If you are seeking specialised support to help your child develop useful and effective communication skills quickly, then the **PECS Intensive Programme** will be of interest.

For further information and to read about our NEW service, **Remote Support**, see [page 9](#) onwards.

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PECS Basic Training

2012 UK two day workshop: Professional £295 **Parent** £150

2012 workshop outside UK: Professional £310/€350 **Parent** £178/€213

This workshop is the basic accredited training in PECS and recommended for family members as well as professionals. PECS can be implemented with adults, as well as children, and this workshop is appropriate for people working in all settings. Learning about PECS is not complicated - but learning to do it correctly is important and can open up a whole new world of communication for someone. This workshop is a requirement for further training in PECS, such as the certification process or PECS Advanced Training. Every attendee will also receive a PECS manual.

Benefits of PECS training:

- increases skills and independence with a functional communication system
- reduces inappropriate behaviours by reinforcing requests and positive communication
- teach your student/child to initiate communication and develop social communication skills
- see how it works with live demonstrations, video examples and opportunity for practice
- parents: become a leader in your child's education
- professionals: gain valuable skills and learn how to implement PECS effectively in your environment
- learn the 'whys' behind the practice to enable problem-solving
- gain inspiration – learn practical tips and have questions answered from our specialist consultants

What you will learn:

- everything you need to know to begin successfully implementing PECS
- the theoretical background, including how to develop effective educational environments
- a review of visual strategies useful for communication
- the six phases of PECS, where to start and when to move on
- strategies for motivating your child/student to communicate
- how to move from a single picture exchange to sentences
- how to teach picture discrimination with two or more pictures
- the criteria for transitioning from PECS to other communication modalities



"The training could not have been better. The format appealed to all learning styles and the presenter was fantastic at engaging us. My favourite parts were the examples and videos as they made it much easier to apply the theory to real life."

Attendee, Speech and Language Therapist, Canterbury 'PECS Basic Training'.

PECS Basic Training

Date	Location	Venue
Feb 27 & 28, 2012	Norwich	Norwich City Football Club
Mar 1 & 2, 2012	Dublin	O'Callaghan Alexander Hotel
Mar 8 & 9, 2012	Plymouth	Holiday Inn, Plymouth
Mar 19 & 20, 2012	Leeds	Weetwood Hall Conference Centre & Hotel
Mar 22 & 23, 2012	Maidstone	Hilton Maidstone
Apr 23 & 24, 2012	London	Ramada Ealing
Apr 26 & 27, 2012	Manchester	Novotel Manchester Centre
Apr 30 & 1 May, 2012	Derry	City Hotel
Apr 30 & 1 May, 2012	Glasgow	Premier Inn Glasgow City Centre South
May 3 & 4, 2012	Galway	Menlo Park Hotel
May 10 & 11, 2012	Peterborough	Holiday Inn Peterborough West
June 21 & 22, 2012	Reading	Holiday Inn Reading South
June 25 & 26, 2012	Gloucester	Holiday Inn Gloucester Cheltenham
June 25 & 26, 2012	Nottingham	Park Inn Nottingham
June 28 & 29, 2012	Darlington	St George Hotel
July 2 & 3, 2012	York	Best Western York Pavilion Hotel
Sept 10 & 11, 2012	Liverpool	Foresight centre, Univ. Of Liverpool
Sept 13 & 14, 2012	London	Ramada Ealing
Sept 20 & 21, 2012	Dundee	Hilton Dundee
Sept 24 & 25, 2012	Portlaoise	Portlaoise Heritage Hotel
Sept 27 & 28, 2012	Birmingham	Birmingham Novotel Centre
Oct 1 & 2, 2012	Cardiff	Future Inns Hotel
Oct 4 & 5, 2012	Sheffield	Jurys Inn
Oct 8 & 9, 2012	Salisbury	Mercure White Hart Hotel
Oct 8 & 9, 2012	Cambridge	Murray Edwards College, Univ. of Cambridge
Nov 8 & 9, 2012	Cork	The River Lee Hotel
Nov 12 & 13, 2012	Newcastle	Novotel Newcastle Airport
Nov 12 & 13, 2012	Glasgow	Premier Inn Glasgow City Centre South
Nov 15 & 16, 2012	Northampton	Holiday Inn Express Northampton
Nov 19 & 20, 2012	Manchester	Novotel Manchester Centre
Nov 19 & 20, 2012	Dublin	O'Callaghan Alexander Hotel
Nov 22 & 23, 2012	London	Ramada Ealing
Nov 26 & 27, 2012	Bristol	Armada House
Dec 3 & 4, 2012	Canterbury	Best Western Abbots Barton Hotel

"The quality of the delivery of the training was of an excellent standard, encouraging full participation and questions. I wish I had attended this type of training 20 years ago."

Attendee, Teacher, In-house 'PECS Basic Training', Carmarthenshire.

"Very well presented and interesting to hear about the ABA origins of PECS. I have studied BF Skinners work extensively. PECS shows that his contribution to the world is huge. This is a great application of the principles of ABA."

Attendee, Speech & language Therapist, London 'PECS Basic Training'.

PECS Advanced Training

2012 UK two day workshop: Professional £295 **Parent** £150

2012 workshop outside the UK: Professional £310/€350 **Parent** £178/€213

Requirement: completion of the 'PECS Basic Training' Workshop

This interactive workshop is perfect for parents and/or professionals who have previously attended the PECS Basic Training and want to address specific PECS implementation challenges and expand the use of PECS across a wide range of activities and settings. Pyramid's skilled instructor will lead group discussions and video analyses regarding practical and resourceful solutions, and innovative problem solving strategies for complex PECS implementation situations.

The workshop will further provide practical ideas for advanced lessons in expanding the learners' language and communication within functional activities, and essential tools for identifying communication opportunities across the day. Participants will leave the training with innovative and creative ideas on how to successfully problem solve PECS implementation and how to take PECS to the next level.

"Truly inspirational. Our son has already come a long way, but this course has increased my understanding of the system and what is required. It has shown me how to iron out problems and addresses all the questions I wanted to ask unprompted"

Attendee, London, 'PECS Advanced Training'.

Date	Location	Venue
Apr 26 & 27, 2012	London	Ramada Ealing
Oct 3 & 4, 2012	Cardiff	Future Inns Hotel
Nov 21 & 22, 2012	Dublin	O'Callaghan Alexander Hotel

A Teachers Guide to Organising & Managing the Classroom

2012 one day workshop: Professional £159 **Parent** £85

Pyramid consultants have frequently been asked advice on how to develop effective learning environments, which emphasise functional communication, as well as help students access the National Curriculum. This workshop addresses those needs, and is relevant for professionals working with both primary and secondary aged students with communication difficulties. Attendees will participate in practical activities to help plan effective lessons. Experience with PECS is not a requirement.

You will learn how to:

- organise the classroom for staff and students
- develop meaningful activities and lessons
- motivate students
- use PECS to access the National Curriculum

"Excellent - one of the best courses I have attended! Could all teachers be sent on this course to enhance their understanding and reduce stress for all?"

Attendee, Liverpool, 'A Teachers' Guide to Organising and Managing the Classroom'.

Date	Location	Venue
Sept 12, 2012	Liverpool	Foresight centre, Univ. Of Liverpool

Guide to Managing Challenging Behaviours

2012 one day workshop: Professional £159 **Parent** £85

This workshop outlines a powerful and effective model for dealing with difficult behaviours, including self-injury and aggression.

You will learn:

- how to identify why behaviours are happening
- variables to put in place before you will be successful with behaviour strategies
- how to implement successful behaviour management interventions
- the link between communication skills, meaningful activities and a reduction in unwanted behaviours
- ethical considerations for implementing behaviour strategies.

"This is my second course and they have both been fantastic. The presenters have been outstanding. I will be back later this year simply because of the quality of the course, and the way it's presented."

Attendee, Newcastle, 'Guide to Managing Challenging Behaviours'.

Date	Location	Venue
Sept 12, 2012	London	Ramada Ealing
Sept 26, 2012	Birmingham	Birmingham Novotel Centre
Oct 3, 2012	Sheffield	Jurys Inn

Teaching Critical Communication Skills: HELP! I can't

WAIT to ask for a BREAK and more (formerly *Teaching Communication Skills for Independence*)

2012 one day workshop: Professional £159 **Parent** £85

This workshop is useful for professionals and family members interested in developing important communication skills that are essential for ALL students regardless of age, level of learning ability or current communication modality (eg speech, PECS, signing). Topics covered include: following visual directions/timetables, answering 'yes' and 'no', learning to wait, transitioning between activities, and to ask for help or for a break.

You will learn how to teach these important skills so that the learner uses them independently. We will show you how to use prompts to teach effectively: which ones to use, where and when to use them, and how to remove them to ensure the student is independent.

"Essential for a parent of a child with ASD. I learnt so much."

Attendee, Leeds, 'Teaching Critical Communication Skills'.

"I always find these workshops useful - they fill me with renewed enthusiasm and are so enjoyable. I have created a good communication environment in my setting using all the skills Pyramid taught me."

Attendee, Manchester, 'Teaching Critical Communication Skills'.

Date	Location	Venue
June 27, 2012	Nottingham	Park Inn Nottingham
Nov 21, 2012	London	Ramada Ealing

Language of Emotions

2012 one day workshop: Professional £159 **Parent** £85

A workshop presented by Dr Andy Bondy, PhD, world renowned autism expert and co-developer of the Picture Exchange Communication System (PECS).

Many people, especially those with Autism, have difficulty acquiring language related to expressing their emotions and identifying emotions in other people. In this workshop, we will review traditional approaches to teaching children with autism to communicate about their emotions as well as respond to such language from other people.

B.F. Skinner provided an important guide to the analysis of language in his book, Verbal Behavior. In this book, he stresses the critical value of focusing on the function of various aspects of communication. His analysis includes a very interesting section on what he termed 'private events'. That is, how do we learn to talk about things that happen inside of us?

Participants will be asked to consider how they currently teach various lessons related to emotions and then plan to incorporate Skinner's analysis into the design of effective lessons. These lessons may involve very young children or teenagers and adults who continue to have difficulty with this topic. We also will look at a very important part of language that helps communicative partners better understand the perspective of someone who is attempting to communicate. We will review why this area is so difficult for those with Autism and suggest teaching strategies that may lead to successful acquisition of these complex language skills.

What You Will Learn:

- To describe how children typically learn to comment about 'private events'
- The type of information adults respond to when teaching children to tell us about their emotions, and what may be missing for children with autism
- Why traditional approaches to teaching 'the language of emotions' may not be effective and how they can be improved
- How to both take advantage of existing emotional displays and how to create situations that are likely to induce such feelings
- Why it is not really easy to teach 'really'

"Excellent workshop, I have so much to think about now! I can't wait to get started on a new approach to the language of Emotions." Speech and Language Therapist, attendee, Dublin, 'Language of Emotions'.

"Dr Bondy was an inspirational talker today – kept me interested and gave me lots to consider in my work at school!" Teacher, attendee, London, 'Language of Emotions'.

"A whole new world has opened up. I'm leaving this course excited and eager to go back and implement the new ideas and ways of thinking...Well worth the money and the long journey for me to attend." Speech and Language Therapist, attendee, London, 'Language of Emotions'.

Date	Location	Venue
Mar 12, 2012	Manchester	Novotel Manchester Centre*
Mar 14, 2012	Newcastle	Novotel Newcastle Airport*
Mar 16, 2012	Cardiff	Future Inn Cardiff*

* Presented by Andy Bondy, co-developer of PECS

Training Registration Form

Copy separate forms for each applicant and **Fax to:** +44 (0)1273 609556 **or Mail to:** Pyramid Educational Consultants UK LTD, First Floor, Queens Park Villa, 30 West Drive, Brighton, BN2 0QW **or Book online:** www.pecs.com

Workshop date(s) _____ Location _____

First name _____ Surname _____

Occupation (eg parent, teacher, psychologist) _____

Organisation name (if applicable) _____

Address _____

Postcode _____ Tel _____ Email _____

Please let us know if you have any special dietary requirements.

Payment (MUST be received before the date of the workshop) Prior to workshop, confirmation of your place will be sent together with venue details and a workshop programme. Please select a method of payment from the options below.

I enclose a cheque GBP/Euros (payable to Pyramid Educational Consultants UK Ltd)

Please invoice my organisation: (Please note - approving manager or purchase order number MUST be included to process application)

Approving manager _____ Purchase order no. (please attach order) _____

Organisation name/address _____

Tel _____

I wish to pay by credit/debit card. I authorise you to debit my account £ _____

Name on card _____

Card no. _____ Security code: (last 3 digits by signature) _____

Valid from _____ Expiry date _____ Issue no. _____

Cardholder's address _____

Signature _____ Postcode _____

Fees (UK)

	2 day workshop	1 day workshop
2012 Professional	£245.83 + (£49.17 VAT) = £295	£132.50 + (£26.50 VAT) = £159
Parent	£125.00 + (£25 VAT) = £150	£70.84 + (£14.16 VAT) = £85

Fees (outside UK)

	2 day workshop
2012 Professional	€350 / £310
Parent	€173.17 + (€39.83 VAT) = €213 £144.72 + (£33.28 VAT) = £178

For a full list of terms and conditions please see the back page of the Training Workshops & Consultancy Leaflet or visit our website www.pecs.com

Fee includes finger buffet lunch and refreshments, all handouts and course materials.

Dietary requirements: _____
(we endeavour to do our best to accommodate your dietary needs, but we are unable to accommodate complex dietary needs. On these occasions we would ask you to provide your own packed lunch.)

Pyramid Educational Consultants UK. Registered in England no. 3658330

MOS2012

In-house Services

Research shows that PECS is most effective when training is combined with In-house support. All our In-house services are tailored to your needs. Pyramid UK will provide consultants who are accredited PECS trainers with a wealth of practical support and guidance on implementing PECS and the Pyramid Approach.

Ensuring the best possible outcomes for your learner, is paramount to any individual working with people who have communication difficulties including autism. Our services offer an opportunity to enable successful progress whether in your home, in school or in your community setting.

Read on for the full range of In-house services we offer or contact our UK office for further information and pricing of these services.



"Our son has grown in confidence, as have my husband and I. The PECS Intensive Programme was enormously helpful, and I would advise any parent to attend one."

Parent, after PECS Intensive Programme.

"Just wanted to say a massive THANK YOU on behalf of everyone for all the help, advice and useful tips you gave on your recent visit. There has been a real buzz around the school to really get spontaneous communication happening, which I can already see impacting on individual students achievements. One pupil made well over 100 requests today, with at least 30-40 being spontaneous. He also spontaneously requested toilet and computer in his registration group, which I am really chuffed to bits about."

Teacher, Special School, Surrey.

In-house Training

All of our training workshops are available to be held in a venue/setting of your choice.

Currently available:

PECS Basic Training

PECS Advanced Training

A Teachers Guide to Organising and Managing the Classroom

Teaching Critical Communication Skills: HELP! I can't WAIT to ask for a BREAK and more
Guide to Managing Challenging Behaviours

By bringing our training to you there is the potential to reduce the actual cost of training a large group of people, and save money on staff travel costs. We can train groups of 15 to 125 people at your school or organisations premises. Group training in your setting can encourage team building and allow delegates to ask questions freely regarding individuals they work with. This enables your team to receive specific advice relevant to your work place and individuals your team members support. By holding training in-house you can potentially **save up to 60%** per delegate compared to the cost of sending them to a national Pyramid hosted workshop.



"Since our staff received PECS training and in-house support, every single one of our children can now communicate in a functional way and recognise the purpose of communication. They are much calmer because they are able to communicate with us. We have seen a marked reduction in challenging behaviour. We also use the in-house consultancy visits to set up strategies to effectively manage behaviours. We will continue to use Pyramid in-house consultancy because of the positive impact it has had on the school."

Head Teacher, Special School, London.

In-school Support

Format: on-going in school

The in-class consultation provides systematic feedback on the implementation of all elements of PECS and the Pyramid Approach, the emphasis being on functional communication and learning through activities that are relevant and meaningful from the student's point of view. The six phases of PECS will be carefully monitored and developed. Opportunities for problem solving, correcting errors before they become established and developing 'good practice' will be supported. Consultants will advise on integrating PECS into the curriculum, extending PECS across the day, developing more advanced skills, data collection, mastering the 4-step error correction, etc., as appropriate. A written summary is provided after each visit, including agreed action and future goals.

"The report is great and tells us the next steps clearly, which will be very helpful when I share it with the rest of the staff... Thanks again for all the support – it was amazing seeing the kids come on years in a day!"

Manager, Autistic Unit, Barnsley.

In-home Support

Format: on-going at home

This can be arranged to suit the circumstances of the individual student, family or in-home programme. The hallmark of our in-home services is the emphasis on functional communication and learning through activities that are relevant and meaningful from the student's point of view. As early intervention is a proven factor in supporting the best outcomes for children with autism, we are prepared to work with children under the age of three. For some, this will involve designing initial programmes. For others, it may be a case of adapting an existing home programme to integrate PECS and a more functional approach. A written summary is provided after each visit, including agreed action and future goals. We offer reduced-rate packages for parents to provide training plus on-going support.



In-community Support

Format: on-going in varied community settings

This will follow the framework described in 'In-school Support', with adaptations for specific students, staff and settings, as these might range from early years to adult residential care settings. Training and follow-up consultation packages can be arranged and full support and reports are provided.

"Before PECS, everything was chosen and arranged for him because the staff didn't think he was able to make choices. The staff are now experiencing him to be less rigid and fixed in his habits at meals, and he is able to spontaneously choose new food items. Generally he is calmer and less anxious and for a long time he hasn't displayed challenging or destructive behaviour."

Professional, working at a home for adults with autism.



Clinic Consultation

Format: on request in our clinic in Brighton

Our clinic is based in the heart of Brighton. We can provide sessions of intensive teaching to develop PECS and other critical communication skills: e.g. direction and schedule following, learning to 'wait', to ask for 'help' or for a 'break' and answering 'yes' and 'no'. We also offer assessments to confirm suitability as a PECS user.

A written summary is provided after each visit, including agreed action and future goals.

PECS Intensive Programme

Format: held at our clinic in Brighton

The PECS Intensive Programme is a five-day programme. It is ideal for families seeking specialised support to help their child develop useful and effective communication skills quickly. The emphasis will be on teaching children to communicate within functional routines and play activities. Individual goals for the programme will be developed for each child. Each daily session will last three hours which will enable both the child and the parent to develop their PECS skills.

Parents are required to have attended the PECS Basic Training in advance of the programme, and one parent must be present for all five sessions. This programme is developed for children under the age of 8 with significant communication difficulties. The PECS Intensive programme is also available in your school or community setting.

Remote Support

Format: weekly or monthly online for parents

Pyramid Educational Consultants have developed a NEW service called Remote Support. We have been able to use interactive technology (SightSpeed or Skype) to observe parents implementing PECS with their child in order to advise and fine tune current implementation practices. Our consultants can provide immediate feedback on what is observed. Time permitting the consultant will discuss other critical communication skills such as following visual directions & timetables, learning to 'wait', learning to ask for 'help' or for a 'break' and answering 'yes' and 'no'. Finally the consultant will make recommendations describing the next steps in PECS training for the family. Each remote session will last up to two hours. You can book as many sessions as you see fit, best practice recommends 5 sessions at monthly intervals. We respect individual families' financial circumstances which is why you can book one session at a time.

It is compulsory that the key person who is using the remote service has attended the PECS Basic Training provided by Pyramid Educational Consultants.

"I have found this method of remote support very useful, receiving feedback from Zena (Pyramid Consultant) after each session has been invaluable. These sessions have helped us so much. Thank you."

Parent in Kent, Remote Support user.

Financial Assistance Available

If you need help with funding it's possible you could be eligible to receive financial assistance from the Pyramid Educational Trust www.pyramideducationaltrust.org For an application form please contact info@pyramideducationaltrust.org

Terms & Conditions - Workshops: All prices quoted are valid from 1st January 2012 – 31st December 2012 and include VAT at the current and appropriate rate. The standard rate of VAT is 20% UK and 23% Southern Ireland. Students (a person in full time education and not working) may attend any workshop at parent rate, but we must see proof of a valid student card.

Our workshop fees include finger buffet lunch and refreshments, all handouts and course materials. A contract/booking becomes binding when we receive a workshop delegate booking either by post, email or fax, we do not take bookings for workshops over the telephone. By making a booking you agree to our terms & conditions.

When making a booking for attendance at a PECS training workshop, if the delegate books within 14 days of the workshop start date, this 14 day period would usually be considered the cancellation or 'cooling off' period, whereby no cancellation fees will apply. By booking inside of this period you agree to the training workshop starting before the end of the usual cancellation period and our standard cancellation terms will apply (see below).

Workshop confirmation details - these will be either emailed to you, if you have provided an email address on your application form, or posted to you once we received and processed your application form. These details will include workshop timetable, training venue address, general directions and map. It is down to the individual delegate to plan their own route to the workshop location.

Payments - We accept the following credit and debit cards: Visa - including Electron, Delta, MasterCard, Euro card, Switch - including Solo. If you want to pay by cheque or postal order (we also accept Euro cheques) please post it in with your workshop application details. Make cheques payable to "Pyramid Educational Consultants UK Ltd" with your postcode and account number (if known) on the back and post to: Pyramid Educational Consultants, First Floor, Queens Park Villa, 30 West Drive, Brighton BN2 0QW. We also accept BACS transfers, and our details for this method are: Natwest, Castle Square Branch, Brighton Sterling account no: 69544301 sort code: 60-30-09 swift: NWBKGB 2 L IBAN: GB03NWBK60300969544301 We are unable to accept payment by BACS into our Euro account unless previously agreed.

Workshop cancellations & transfers - If you wish to cancel your delegate place on a workshop you must inform Pyramid Educational Consultants in writing, this can be either by email, fax or post. We cannot accept cancellations by phone. We would recommend that if you send in your cancellation notice by post that you obtain a Certificate Of Postage.

- Cancellations up to 2 weeks prior to the workshop will receive a full refund. Applicable to parents & professionals.
- Cancellations 1-2 weeks prior will incur a 25% cancellation fee. Applicable to professionals. If delegate is transferring to another workshop, there is no charge.
- Cancellation less than 1 week prior will be charged 100% of delegate rate. If the delegate wishes to transfer to another workshop 100% of delegate rate will be charged, plus a transfer fee of 25%.
- Parent delegate cancellations made less than one week prior to the workshop will incur a cancellation fee of 25%. If the parent wishes to transfer to another workshop a transfer fee of 25% is payable.
- Non-attendance - If you do not attend a workshop, and you have not previously informed us, the full course fee remains payable.
- Maximum of three separate transfers allowed and we must be notified no later than a week after you notified us of your intention to transfer of your chosen workshop.

Late arrivals/early leavers - If you are late for a course or you leave before the end of the course; we reserve the right to withhold issue of our training certificate. This is our training policy, as it is felt that you will gain insufficient knowledge or skill in the time remaining. In all such cases, the full course fee remains payable.

Discounts - 5% discount available for bookings on the same workshop of 5 - 9 delegates. 10% discount available for bookings on the same workshop for 10 or more delegates. Bookings are to be made together at the same time. (Up to 20 maximum). These discounts are applicable to professional rate only.

Dietary Requirements - We endeavour to do our best to accommodate your dietary needs, but we are unable to accommodate complex dietary needs. On these occasions we would ask you to provide your own packed lunch.

Accommodation - Participants are responsible for making their own accommodation arrangements. This is not included in the workshop price.

Contact us to book a workshop, learn more about our in-house services, or simply for more information.

Contact Us

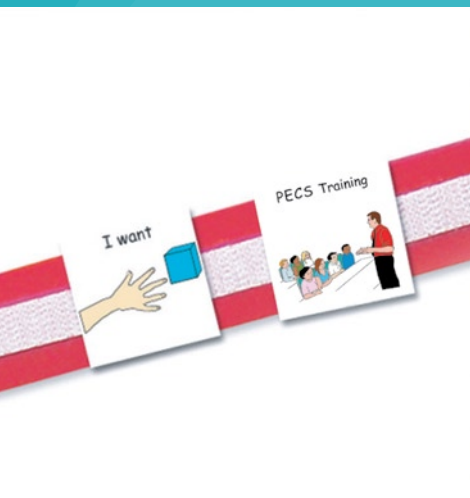
Telephone: +44 (0)1273 609555 | Fax: +44 (0)1273 609556

Email: pyramiduk@pecs.com | Website: www.pecs.com

Leaflets

Call or email our office for a copy of our other leaflets:

- *PECS and the Pyramid Approach: General Information*
- *Resources Catalogue*



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