

Optimised Performance through Specialised Learning



**LJA Learning  
& Development**

**Managing Effectively**

**12<sup>th</sup> May 2010**

Our one-day workshop is designed to acquaint you with the basics of management quickly and easily, introducing you to the concepts, tools and skills of management practice.

**Would you like to know more?** Please call us on 01784 497055

**Next available workshop:** 12<sup>th</sup> May 2010  
Registration & coffee from 09:00  
Workshop begins 09:30

**Venue:** Wallacespace 22 Duke's Road, London WC1H 9PN

**Cost:** £695 + VAT per person

**Booking form** please complete and send to [info@ljalearning.co.uk](mailto:info@ljalearning.co.uk) or to Runnymede Malthouse, Off Hummer Road, Egham, Surrey, TW20 9BD

Name:	Organisation:
Address:	Phone:
Mobile:	Email:
No. of places:	Total cost:
Date BACS payment made:	

**Payment is required before we can confirm your booking.**

We accept BACS payments or cheques made payable to LJA Learning & Development

**Bank Details:** Lloyds TSB  
Staines (309442) Branch  
73-75 High Street Staines Middlesex TW18 4PP  
**Bank Account Name:** LJA Learning and Development Ltd.  
**Bank Account Number:** 3646255  
**Sort Code:** 30-94-42

**Runnymede Malthouse, Off Hummer Road, Egham, Surrey, TW20 9BD**  
Telephone No. 01784 497055 Mobile 07779 279240

Http: [//www.ljlearning.co.uk](http://www.ljlearning.co.uk) Email: [lesley@ljlearning.co.uk](mailto:lesley@ljlearning.co.uk)