



**Selling Translations<sup>®</sup>**  
Your Success is Our Reward

## Comprehensive Appendix

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## Welcome to the Course

You will achieve the best results from this course by

- Joining in fully with discussions and team exercises,
- revisiting the material in the future, and
- noting ideas that you can relate directly to your company's needs

## General Notes

### Personal Property

Please do not leave valuables unattended, we accept no responsibility for lost items.

### Recording

Use of recording devices is prohibited.

### Safety

Please familiarise yourself with any safety notices and the actions required.

### Mobile Phones

As a courtesy to other delegates please switch off all mobile communication devices during training sessions.

### Timekeeping

Please comply with all timekeeping requests.

## Feedback – please!

We love to listen; any feedback good or bad is always welcomed, so contact us now if you have any suggestions for improvement on any aspects of our training.

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## Disclaimer

The course contents are for guidance only.

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