



BDA Training Department Services

Making a Booking

The minimum number of delegates for training workshops is eight. Travel and accommodation expenses are in addition to the service costs. Training will generally be delivered at your place of work. External venues can be arranged on request.

Service Description	
Dyslexia Awareness Sessions A trainer will come to your workplace and facilitate a drop in session allowing individuals to explore their own dyslexia or work related issues.	Drop-in
Dyslexia Awareness Training Workshops These offer an in-depth view into understanding how dyslexia can impact an individual especially in the workplace.	Half day
Dyslexia Awareness Training Workshops These offer an opportunity to identify strategies for support and how to begin the process of developing skills, compensations and adjustments.	Full Day
Bespoke Training This works on the structure of the awareness workshops but allows the client to add topics that are particularly relevant to their needs and requirements.	Half day
Bespoke Training As above. This allows more options to be included.	Full day
Lectures & speaker sessions Conference speakers, introductions to dyslexia, representation at events (length of presentation to suit).	
Dyslexia Awareness Briefings 2 hour seminars offering information about dyslexia, targeting managers and colleagues.	
Consultancy Services Advice & support to an organisation is crucial in developing a strategic approach to supporting dyslexic employees and enhancing your company's efficiency. BDA consultants can develop: <ol style="list-style-type: none"> 1. strategy 2. policy 3. training 	

If what you are looking for is not described above, contact the Training Department to discuss your needs further at training@bdadyslexia.org.uk or call 0118 966 2677

The BDA Training Client Charter outlines our service. The FAQs answer any other questions you may have. Both documents are available on the BDA website or can be requested from the Training Department office.

Terms and Conditions

The fee is payable within 28 days of receipt of the invoice. A sliding scale of cancellation charges will be applied as follows:

Notice Period	Cancellation Charge
Cancellation within 4 weeks of the event	65% of fee due
Cancellation within 2 weeks of the event	75% of fee due
Cancellation within 7 days of the event	90% of fee due
Cancellation within 24 hours	100% of fee due