

# BVCA *Training* **Programme** 2011/12

Training solutions from the industry experts



- Enrich your knowledge, skills and expertise, and those of your team
- Learn new techniques direct from the industry experts
- Keep abreast of current best practice
- Improve day-to-day performance

The BVCA is the leading industry body for private equity and venture capital worldwide. We have been delivering industry-leading training to prestigious corporate clients for over 28 years and have garnered a reputation as the pre-eminent provider of training solutions for the private equity and venture capital industry. Our renowned training programmes focus on providing solutions aligned with your needs and corporate objectives.

Our position as the leading global association for the private equity and venture capital industry and our unrivalled knowledge ensure our clients receive leading industry intelligence and training delivered by industry experts.

If your objective is to enrich your own skill set, or support the development of your team through investment in training, so that their enhanced knowledge increases operational efficiency and contributes to your company's long-term success, we are committed to providing outstanding development solutions.

Full details of our comprehensive training programmes, which have been specifically created for the private equity & venture capital industry, follow. For further information or to book your place, please telephone the BVCA training team on **+44 (0) 20 7420 1800** to discuss your needs.

CPD points available on all BVCA programmes.  
Visit [www.bvca.co.uk/training/cpd](http://www.bvca.co.uk/training/cpd) for details.



- Use of case studies and participative break-out sessions to ensure skills can be directly applied
- Courses for every level of experience: from foundation through to advanced
- Highly participative courses to enable sharing of best practice and maximise networking opportunities

# Course List

## Advanced Evaluating Management Teams

08–09 November 2011 – Buckinghamshire (residential)  
13–14 June 2012 – Buckinghamshire (residential)

### Why you should attend:

This highly practical course examines all aspects of working with management teams, providing a road map of the appraisal process and vital techniques to improve management performance in any deal situation. Delegates will also complete individual psychometric profiles using leading assessment instruments.

### Target audience:

This course is highly relevant for any industry professional who is involved with management teams as part of their role.

### Programme includes:

- Appraisals – the importance of getting it right
- Understanding motivation and how to drive performance
- Key leadership characteristics and how to test for them
- Use of psychometrics
- Meeting preparation and questioning techniques
- Dealing with management under pressure
- Case play sessions

**“Very useful course, extremely relevant with lots of good content and insight”** *Charlie Robinson, ISIS EP*

CPD: Up to 13 hours

## Best Practice Financial Modelling

20–21 September 2011 – Grant Thornton, London  
28–29 November 2011 – Grant Thornton, London  
18–19 April 2012 – Grant Thornton, London  
17–18 September 2012 – London

### Why you should attend:

This programme has been designed to guide delegates through the best practice process of robust model building using Excel. Attendees will progressively explore building an integrated balance sheet, profit and loss and cash flow forecasting models for project analysis, company valuation, and debt structuring & capital structure optimisation, resulting in a broad and expert knowledge base ready for direct application in the workplace.

### Target audience:

Delegates should have a basic level of Excel skills and accounting knowledge. Intermediate and more experienced modellers will also gain from learning techniques to improve efficiency, speed and flexibility. Delegates will need to provide their own laptop with Excel throughout the course.

### Programme includes:

- Analysing data
- Auditing for consistency
- Understanding design principles and best practice
- Cash flow forecast model
- Methods of complex problems
- Model structure
- Scenario management

CPD: Up to 13 hours

Sponsored by:



## Advanced PA/EA

04–05 October 2011 – London  
07–08 February 2012 – London  
23–24 October 2012 – London

### Why you should attend:

This practical and interactive course covers everything from defining a PA's role to influencing skills and setting objectives. It provides delegates with the key tools and techniques to enhance performance within PE/VC organisations.

### Target audience:

This course is aimed at individuals working as a PA/EA within the private equity industry.

### Programme includes:

- Defining the PA/EA role
- Communication and assertiveness
- Influencing skills
- Administrative issues
- Body language analysis
- Reviewing and setting objectives

**“A good mix of sessions – allowing you to become not only stronger in the work place but also as an individual. It gave me lots of ideas to plan and to acknowledge my bosses and understand where they're coming from”.**

*Nicola Warrell, Lyceum Capital*

CPD: Up to 13 hours

## Finance in Private Equity

11–12 June 2012 – London

### Why you should attend:

Using case studies, worked examples and providing updates on the latest thinking and models, this course examines how funds are structured, investments are valued, and explores the latest fund taxation and reporting issues.

### Target audience:

This course is beneficial to a wide range of industry professionals working in finance-related roles within private equity firms and assumes a fairly high level of general accounting knowledge.

### Programme includes:

- Understanding fund structures
- Investment and fund accounting
- Operational challenges and economics
- Investment and taxation issues
- Understanding fund administration and reporting
- Valuation case study

**“This was an extremely well constructed course with some highly capable and experienced speakers. I found this course invaluable in improving my understanding of some absolutely core and widespread industry practices”**

*Cameron Fellows, Hg Capital*

CPD: up to 13 hours

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## Foundation

14–18 November 2011 – Buckinghamshire (residential)

14–18 May 2012 – Buckinghamshire (residential)

05–09 November 2012 – Buckinghamshire (residential)

### Why you should attend:

This course has been designed by the BVCA to maintain and develop professional standards within PE/VC. The aim is to pass on principal aspects of the relevant knowledge and skills processed by experienced practitioners to those developing their careers in the industry. The course therefore provides a thorough overview of private equity and venture capital covering everything from assessment and evaluation of potential investments through to exits.

### Target audience:

At least six months private equity experience is advised to secure the most benefits from this course

### Programme includes:

- Managing the portfolio
- Deal structuring
- Investment returns
- Assessment/evaluation of potential investments
- Growth capital
- Exits

**“Genuinely the best course I have ever been on. The presenters were excellent, it was well run and attendees were of an exceptional standard. I will be recommending to my colleagues”** *Daniel Nathan, Santander*

CPD: up to 29 hours

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## Investment Foundation

12–14 March 2012 – London

### Why you should attend:

This course provides an introduction to the investment process, including structured case studies to demonstrate key issues and legal agreements

### Target audience:

Aimed at individuals who want to understand more about investment best practices and current industry trends

### Programme includes:

- Structuring investments
- Assessing technology risk
- Transformational growth
- Entrepreneurs panel
- Due diligence
- Investment agreements and loan notes

**“Great introduction to venture capital, would recommend to anyone starting out in the industry”**

*Daniel Jones, Fidelity Growth Partners*

CPD: up to 22 hours

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## Introduction to Private Equity

22–23 November 2011 – Grant Thornton, London

20–21 March 2012 – Grant Thornton, London

23–24 May 2012 – Grant Thornton, London

18–19 September 2012 – London

12–13 November 2012 – London

### Why you should attend:

The introductory course gives participants an overview of the industry, demystifying the terminology and jargon and providing a basic awareness of key accounting concepts.

### Target audience:

Anyone aspiring to learn more about the industry including marketing executives, PA's/EA's, sales teams and support staff working in non-financial roles

### Programme includes:

- What is venture capital/private equity?
- The venture capital investment process
- What you need to know about company accounts
- Calculating cash flow
- How a venture capitalist values a company
- Financing and deal structure
- Management buy-outs
- Start-ups and development capital
- Managing a venture capital business

Sponsored by:

CPD: Up to 13 hours



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## Investor Relations and Fundraising **NEW**

23 November 2011 – London

November 2012 – London

### Why you should attend:

As firms join the fundraising trail at an unprecedented rate, the role of the investor relations executive or manager has never been so crucial. With this in mind the BVCA has developed this course with a particular emphasis on limited partners; examining what institutional investors really want and how to best manage relationships.

### Target audience:

This course is aimed at professionals that are positioned in investor relations and communications roles within private equity and venture capital firms

### Programme includes:

- Fundraising
- Key concerns of GPs and LPs
- Technical expertise for the role
- Communication and transparency
- Relationship management
- IR strategies

CPD: Up to 7 hours

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## Legal Agreements in Private Equity

06–07 March 2012 – London

04–05 September 2012 – London

### Why you should attend:

Presented by leading industry practitioners, this course will create a solid understanding of the documentary processes relating to private equity transactions, identifying commercial issues and producing clear instructions to lawyers.

### Target audience:

This course is aimed at individuals who have at least 12 months' experience and have already worked on a number of deals.

### Programme includes:

- Documenting the equity deal
- Pricing structuring
- Banking agreements
- Structuring the transaction
- Exit issues
- Offer letters
- Warranties and indemnities

**“One the most practical courses out there; Representatives from various law firms provide different views of what is market practice. It was also extremely useful having people from different PE/VC firms discuss their specific experiences” Tom Matthews, Sovereign Capital**

CPD: Up to 13 hours

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## Skills of Negotiating

29 November–01 December 2011 – Buckinghamshire (residential)

21–23 February 2012 – Buckinghamshire (residential)

19–21 June 2012 – Buckinghamshire (residential)

11–13 September 2012 – Buckinghamshire (residential)

20–22 November 2012 – Buckinghamshire (residential)

### Why you should attend:

Comprised of 80% skills improvement and 20% negotiating theory this course will equip delegates with the skills to identify potential or actual conflicts and negotiating opportunities swiftly, build open “partnership” relationships and approach negotiations with confidence.

### Target audience:

This course is for individuals at any stage of their career who wish to develop or enhance their negotiating skills.

### Programme includes:

- How to use and respond to negotiating tactics
- Understanding the 8 step negotiating approach
- Case plays to develop and improve strategy and negotiating approach
- How to present and pitch your proposals
- Improve recognition and use of closing opportunities
- Analysing differing priorities and going for win/win deals

**“An excellent course and one of the best I have attended. Full of useful and practical advice”.**

*David Lonsdale, August Equity*

CPD: Up to 22 hours

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## Non Executive Directors

25–26 October 2011 – London

22–23 May 2012 – London

30–31 October 2012 – London

### Why you should attend:

This course is designed for individuals wishing to develop or update their knowledge and skills and keep fully abreast of the role, responsibilities and liabilities of an NED.

### Target audience:

Ideally individuals will hold or have held appointments, although this course will also serve as a useful introduction for newly appointed non executive directors

### Programme includes

- Legal requirements of boards and directors
- Corporate governance frameworks
- Characteristics of effective boards
- Personal style in the boardroom
- Running board meetings
- Removing directors
- Characteristics of being an effective Non-Executive director

**“This course helped me sharpen up my boardroom skills and alerted me to the potential pitfalls facing me as a newly appointed Director. I'd recommend it to other PE professionals.” Stephen Catling, Chamonix Private Equity**

CPD: Up to 15 hours

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## Steering Value Creation

30 April–01 May 2012

### Why you should attend:

This course will assist industry professionals develop strategies that drive value in existing assets, identify and manage key risk factors, and implement successful strategies

### Target audience:

2 years private equity experience is recommended to secure the most benefits from this course.

### Programme includes:

- Managing value through strategy
- Managing change and risk
- Frameworks for strategic context of investee companies
- Strategy case studies
- Key performance indicators
- Assessing management and organisational culture

**“A highly relevant and very practical course. The guest speakers were well varied and provided differing perspectives and expertise” Bevan Duncan, ISIS EP**

CPD: up to 14 hours

## E-learning Programme: Mastering Anti-Money Laundering

**NEW**

To help ensure your teams stay abreast of the latest anti-money laundering legislation - and fully understand how the complex regulations should impact the delivery of their day-to-day duties - the BVCA, in association with Travers Smith, has launched an in-depth online training programme specifically designed for PE/VC practitioners.

### **Why you should attend:**

Designed specifically for venture capital and private equity professionals in association with Travers Smith, this comprehensive online training programme uses interactive exercises and industry-relevant scenarios to cover all aspects of complex anti-money laundering legislation, ensuring full compliance with the requirements of the law.

### **Target audience:**

Course content is suitable for all industry professionals, from senior management to trainees and support staff. Scalable packages from 1 delegate to 500+.

### **Programme includes:**

- The major sources of money-laundering and terrorist financing
- The latest regulatory requirements in the UK
- The impact of multijurisdictional regulation
- How the relevant legal requirements affect behaviour and practices in the workplace.

### **Key features:**

- Easy to use online course, minimising time away from the office
- Industry specific coverage to ensure maximum VC/PE relevance
- In-depth analysis of the relevant legislation, including links to further reading
- Interactive exercises and real-life scenarios to support full understanding
- Materials suitable for every employee, from senior management to trainees
- A full audit trail to evidence compliance at every level
- Scalable packages for 1 delegate to 500
- Quick, effective implementation and delivery

**For further details telephone the BVCA training team on +44 (0) 20 7420 1800 or email [training@bvca.co.uk](mailto:training@bvca.co.uk)**

## Free Training Consultation

For an in-depth discussion regarding your training needs and to explore how the BVCA can enhance the development of your teams through our comprehensive training programme and in-house offerings, please telephone the BVCA training team on +44 (0) 20 7420 1800 to discuss your needs.

# New: Personal Development Portfolio

The BVCA has now introduced a range of training programmes designed to support the development of team members' personal skills.

## Assertiveness & Influencing Techniques

**NEW**

26 April 2012 – London  
27 November 2012 – London

### Why you should attend:

This highly relevant and impactful seminar will give you the skills and techniques needed to increase your personal effectiveness, allowing you to feel more confident in expressing your views and putting forward your ideas, and successfully manage objections, conflict and difficult situations.

### Target audience:

This course is designed for anyone who wishes to develop and improve their assertiveness skills and whose role requires them to be able to influence and assert themselves with individuals.

### Programme includes:

- The communication process
- What is Assertiveness?
- Assertiveness techniques – the dos and don'ts
- Understanding yourself and recognising your own strengths
- Understanding other people
- Handling difficult situations including direct confrontation

## Pitch Perfect Presentations

**NEW**

29 March 2012 – London  
16 October 2012 – London

### Why you should attend:

This interactive course is designed to identify and develop the skills required to make your presentation stand out from the others. The course will include everything from identifying the true purpose of your presentation through to the skills of delivery and engaging your audience.

### Target audience:

This is a seminar for people who want to learn the secrets of great presentations. You will also benefit if you feel that you have the basic skills but wish to brush up the finer points and have some feedback on your style and technique.

### Programme includes:

- The makings of a great presentation
- How to prepare your presentation
- Structuring your presentation
- How to gain confidence and manage your nerves
- Using visual aids
- Practice, practice and more practice

## The Newly Appointed Manager

**NEW**

16–17 May 2012 – London  
30–31 October 2012 – London

### Why you should attend:

Presented by one of the UK's leading management trainers, this specially developed two-day course caters for the needs of both prospective managers soon to make the transition to management and those already in management, but still 'new' to it.

### Target audience:

This course is for individuals who have or just about to take up a managerial role within their organisation.

### Programme includes:

- The role of the manager in relation to staff
- Planning, organizing and decision making
- 'Effective' communication
- Motivation
- Performance management
- Delegation
- Dealing with difficult people
- Working through change

## Professional Networking Masterclass

**NEW**

3 July 2012 – London  
4 December 2012 – London

### Why you should attend:

Networking is now very much part of contemporary Leadership. The skills and competencies are recognised as essential for professional development in twenty first century organisations. In this workshop, participants will gain in-depth knowledge and a toolkit of practical skills that will enable them to become more effective. Every aspect of face-to-face networking will be covered in detail.

### Target audience:

This course is for individuals who wish to develop their networking skills.

### Programme includes:

- What is networking?
- What are the benefits?
- What are the constraints?
- How to choose and research events which are appropriate and beneficial to you
- Planning your strategy – before the event
- Maximising your time at an event
- Follow up – developing your relationships

# Course Calendar 2011/12

## SEPTEMBER 2011

M	T	W	T	F	S	S
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	<b>27</b>	<b>28</b>	29	30		

27-28 Introduction to Private Equity

## OCTOBER 2011

M	T	W	T	F	S	S
31					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	<b>25</b>	<b>26</b>	27	28	29	30

25-26 Non Executive Directors

## NOVEMBER 2011

M	T	W	T	F	S	S
	01	02	03	04	05	06
07	<b>08</b>	<b>09</b>	10	11	12	13
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	19	20
<b>21</b>	<b>22</b>	<b>23</b>	24	25	26	27
<b>28</b>	<b>29</b>	<b>30</b>				

08-09 Advanced Evaluating Management Teams  
14-18 Foundation  
22-23 Introduction to Private Equity  
23 Investor Relations and Fundraising  
28-29 Best Practice Financial Modelling  
29-01 Skills of Negotiation

## DECEMBER 2011

M	T	W	T	F	S	S
			<b>01</b>	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

29-01 Skills of Negotiating

## JANUARY 2012

M	T	W	T	F	S	S
30	31					01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

## FEBRUARY 2012

M	T	W	T	F	S	S
		01	02	03	04	05
06	<b>07</b>	<b>08</b>	09	10	11	12
13	14	15	16	17	18	19
20	<b>21</b>	<b>22</b>	<b>23</b>	24	25	26
27	28	29				

07-08 Advanced PA/EA  
21-23 Skills of Negotiating

## MARCH 2012

M	T	W	T	F	S	S
			01	02	03	04
05	<b>06</b>	<b>07</b>	08	09	10	11
<b>12</b>	<b>13</b>	14	15	16	17	18
19	<b>20</b>	<b>21</b>	<b>22</b>	23	24	25
26	27	28	<b>29</b>	30	31	

06-07 Legal Agreements in Private Equity  
12-14 Investment Foundation  
20-21 Introduction to Private Equity  
29 Pitch Perfect Presentations\*

## APRIL 2012

M	T	W	T	F	S	S
<b>30</b>						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	<b>18</b>	<b>19</b>	20	21	22
23	24	25	<b>26</b>	27	28	29

18-19 Best Practice Financial Modelling  
26 Assertiveness & Influencing Techniques\*  
30-01 Steering Value Creation

## MAY 2012

M	T	W	T	F	S	S
	<b>01</b>	02	03	04	05	06
07	08	09	10	11	12	13
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	19	20
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	25	26	27
28	29	30	31			

30-01 Steering Value Creation  
14-18 Foundation  
16-17 The Newly Appointed Manager\*  
22-23 Non Executive Directors  
23-24 Introduction to Private Equity

## JUNE 2012

M	T	W	T	F	S	S
				01	02	03
04	05	06	07	08	09	10
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	15	16	17
18	<b>19</b>	<b>20</b>	<b>21</b>	22	23	24
25	26	27	28	29	30	

11-12 Finance in Private Equity  
13-14 Advanced Evaluating Management Teams  
19-21 Skills of Negotiating

## JULY 2012

M	T	W	T	F	S	S
30	31					01
02	<b>03</b>	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

03 Professional Networking Masterclass\*

## AUGUST 2012

M	T	W	T	F	S	S
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## SEPTEMBER 2012

M	T	W	T	F	S	S
					01	02
03	<b>04</b>	<b>05</b>	06	07	08	09
10	<b>11</b>	<b>12</b>	<b>13</b>	14	15	16
<b>17</b>	<b>18</b>	<b>19</b>	20	21	22	23
24	25	26	27	28	29	30

04-05 Legal Agreements in Private Equity  
11-13 Skills of Negotiating  
17-18 Best Practice Financial Modelling  
18-19 Introduction to Private Equity

## OCTOBER 2012

M	T	W	T	F	S	S
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	<b>16</b>	17	18	19	20	21
22	<b>23</b>	<b>24</b>	25	26	27	28
29	<b>30</b>	<b>31</b>				

16 Pitch Perfect Presentations\*  
23-24 Advanced PA/EA  
30-31 The Newly Appointed Manager\*  
30-31 Non-Executive Directors

## NOVEMBER 2012

M	T	W	T	F	S	S
			01	02	03	04
<b>05</b>	<b>06</b>	<b>07</b>	<b>08</b>	<b>09</b>	10	11
<b>12</b>	<b>13</b>	14	15	16	17	18
19	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	24	25
26	<b>27</b>	28	29	30		

05-09 Foundation  
12-13 Introduction to Private Equity  
20-22 Skills of Negotiating  
27 Assertiveness & Influencing Techniques\*  
TBC Investor Relations and Fundraising

## DECEMBER 2012

M	T	W	T	F	S	S
31					01	02
03	<b>04</b>	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

04 Professional Networking Masterclass\*

\* From the BVCA's new Professional Development Portfolio. See page 7 for details.

“An excellent course and one of the best I have attended. Full of useful and practical advice”  
David Lonsdale, August Equity

# Booking Form

To book your place(s) at one or more of our training programmes, you can book online at [www.bvca.co.uk/training](http://www.bvca.co.uk/training). Alternatively please complete the following form using BLOCK CAPITALS and return it to us:

## Course details

Please book the following course place(s):

Course Title	No. places	Member price	Non-member price	Total payable
<b>Advanced Evaluating Management Teams</b>				
08–09 November 2011	_____	£2,200 pp + VAT	£2,860 pp + VAT	_____
13–14 June 2012	_____	£2,200 pp + VAT	£2,860 pp + VAT	_____
<b>Advanced PA/EA</b>				
07–08 February 2012	_____	£995 pp + VAT	£1,293.50 pp + VAT	_____
23–24 October 2012	_____	£995 pp + VAT	£1,293.50 pp + VAT	_____
<b>Best Practice Financial Modelling</b>				
28–29 November 2011	_____	£1,650 pp + VAT	£2,145 pp + VAT	_____
18–19 April 2012	_____	£1,650 pp + VAT	£2,145 pp + VAT	_____
17–18 September 2012	_____	£1,650 pp + VAT	£2,145 pp + VAT	_____
<b>Finance in Private Equity</b>				
11–12 June 2012	_____	£1,495 pp + VAT	£1,943.50 pp + VAT	_____
<b>Foundation</b>				
14–18 November 2011	_____	£3,595 pp + VAT	£4,673.50 pp + VAT	_____
14–18 May 2012	_____	£3,595 pp + VAT	£4,673.50 pp + VAT	_____
05–09 November 2012	_____	£3,595 pp + VAT	£4,673.50 pp + VAT	_____
<b>Introduction to Private Equity</b>				
22–23 November 2011	_____	£995 pp + VAT	£1,293.50 pp + VAT	_____
20–21 March 2012	_____	£995 pp + VAT	£1,293.50 pp + VAT	_____
23–24 May 2012	_____	£995 pp + VAT	£1,293.50 pp + VAT	_____
18–19 September 2012	_____	£995 pp + VAT	£1,293.50 pp + VAT	_____
12–13 November 2012	_____	£995 pp + VAT	£1,293.50 pp + VAT	_____
<b>Investment Foundation</b>				
12–14 March 2012	_____	£2,275 pp + VAT	£2,957.50 pp + VAT	_____
<b>Investor Relations and Fundraising NEW</b>				
23 November 2011	_____	£795 pp + VAT	£1,033.50 pp + VAT	_____
<b>Legal Agreements in Private Equity</b>				
06–07 March 2012	_____	£1,895 pp + VAT	£2,463.50 pp + VAT	_____
04–05 September 2012	_____	£1,895 pp + VAT	£2,463.50 pp + VAT	_____
<b>Non Executive Directors</b>				
25–26 October 2011	_____	£1,895 pp + VAT	£2,463.50 pp + VAT	_____
22–23 May 2012	_____	£1,895 pp + VAT	£2,463.50 pp + VAT	_____
30–31 October 2012	_____	£1,895 pp + VAT	£2,463.50 pp + VAT	_____
<b>Skills of Negotiating</b>				
29 November–01 Dec 2011	_____	£3,550 pp + VAT	£4,615 pp + VAT	_____
21–23 February 2012	_____	£3,550 pp + VAT	£4,615 pp + VAT	_____
19–21 June 2012	_____	£3,550 pp + VAT	£4,615 pp + VAT	_____
11–13 September 2012	_____	£3,550 pp + VAT	£4,615 pp + VAT	_____
20–22 November 2012	_____	£3,550 pp + VAT	£4,615 pp + VAT	_____
<b>Steering Value Creation</b>				
30 April–01 May 2012	_____	£1,895 pp + VAT	£2,463.50 pp + VAT	_____
<b>E-learning Programme: Mastering Anti-Money Laundering</b>				
_____	_____	75 pp + VAT	£113 pp + VAT	_____
<b>Assertiveness &amp; Influencing Techniques NEW</b>				
26 April 2012	_____	£399 pp + VAT	£449 pp + VAT	_____
27 November 2012	_____	£399 pp + VAT	£449 pp + VAT	_____
<b>The Newly Appointed Manager NEW</b>				
16–17 May 2012	_____	£699 pp + VAT	£899 pp + VAT	_____
30–31 October 2012	_____	£699 pp + VAT	£899 pp + VAT	_____
<b>Pitch Perfect Presentations NEW</b>				
29 March 2012	_____	£549 pp + VAT	£649 pp + VAT	_____
16 October 2012	_____	£549 pp + VAT	£649 pp + VAT	_____
<b>Professional Networking Masterclass NEW</b>				
3 July 2012	_____	£549 pp + VAT	£649 pp + VAT	_____
4 December 2012	_____	£549 pp + VAT	£649 pp + VAT	_____

**TOTAL PAYABLE ex VAT** \_\_\_\_\_

**inc VAT @ 20%** \_\_\_\_\_

Please note: All our courses are subject to VAT at the standard rate of 20%. If your organisation is VAT exempt please enclose a VAT exemption certificate.

## 5 easy ways to book

**Online:** [www.bvca.co.uk/training](http://www.bvca.co.uk/training)

**Post:** BVCA, Brettenham House, Lancaster Place, London WC2E 7EN

**Email:** [training@bvca.co.uk](mailto:training@bvca.co.uk)

**Fax:** +44 (0) 20 7420 1801

**Phone:** +44 (0) 20 7420 1800

### Your details

Name \_\_\_\_\_  
 Job Title \_\_\_\_\_  
 Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Email \_\_\_\_\_

### Delegate details

Please give us details of delegates booked to attend the above courses. If booking multiple places at multiple courses, please leave this section blank, return your form with all other sections completed, and we will contact you under separate cover to obtain the necessary information.

### Delegate 1

Course Title \_\_\_\_\_  
 Name \_\_\_\_\_  
 Job Title \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Email \_\_\_\_\_

### Delegate 2 (Please enter further delegates overleaf)

Course Title \_\_\_\_\_  
 Name \_\_\_\_\_  
 Job Title \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Email \_\_\_\_\_

### Payment

- Please invoice me at the address above
- I enclose a cheque made payable to *BVCA Training* for £ \_\_\_\_\_ including VAT
- Please process my credit card for the sum of £ \_\_\_\_\_ including VAT

Visa Debit/Visa Credit/Amex/Maestro/Mastercard \_\_\_\_\_

Card number \_\_\_\_\_

Expiry date \_\_\_\_\_ Start date \_\_\_\_\_ Security code \_\_\_\_\_

Address (if different from above under 'Your details') \_\_\_\_\_

Cardholder's name \_\_\_\_\_

Cardholder's signature \_\_\_\_\_



### Delegate 3

Course Title \_\_\_\_\_

Name \_\_\_\_\_

Job Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

### Delegate 4

Course Title \_\_\_\_\_

Name \_\_\_\_\_

Job Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

### Delegate 5

Course Title \_\_\_\_\_

Name \_\_\_\_\_

Job Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

### Delegate 6

Course Title \_\_\_\_\_

Name \_\_\_\_\_

Job Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

## 5 easy ways to book

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**Fax:** +44 (0) 20 7420 1801  
**Phone:** +44 (0) 20 7420 1800

### Terms and Conditions

#### Booking Procedure

You can book online at [www.bvca.co.uk](http://www.bvca.co.uk) or by contacting the training team at [training@bvca.co.uk](mailto:training@bvca.co.uk) or on +44 (0)20 7420 1800.

#### Booking Confirmation

Once we have processed your booking, we will send you a confirmation email with an invoice.

#### Payment

Payment must be received within 30 days of the invoice date or in advance of the training course whichever is sooner. Payment can be made by:

BACs, Cheque, Credit Card (excluding AmEx) or Paypal

#### Fee Guidance

All BVCA training courses are subject to VAT at 20%. Course fees include all relevant course materials, refreshments, lunch, and any networking drinks or dinners which may be available. If residential the accommodation is also included.

#### Special Dietary Requirements

The BVCA will make every effort to accommodate special requirements that have been notified at the time of booking or later where we gather necessary pre-course information.

#### Joining Instructions

Joining instructions including an outline of the day, venue details, map and local hotel details will be issued approximately two weeks prior to the course. If you have not received your joining instructions three days prior to the training course, please contact the training team. The BVCA will not be held responsible for non-receipt of joining instructions and refunds will not be issued under such circumstances.

#### Course transfers

**Residential** - There is no charge for transferring your booking to the same course on an alternative date provided you notify the BVCA in writing up to 56 days before the start of the course you are booked on and provided that the alternative course takes place within 12 months of the original course. However: a transfer fee of 20% of the course fee (plus VAT) will be payable if notice is received within 55-28 days of the start date of the original course. After this time If you transfer for whatever reason, the full fee will remain payable.

**Non Residential** - There is no charge for transferring your booking to the same course on an alternative date provided you notify the BVCA in writing up to 42 days before the start of the course you are booked on and provided that the alternative course takes place within 12 months of the original course. However: a transfer fee of 20% of the course fee (plus VAT) will be payable if notice is received within 41-21 days of the start date of the original course. After this time If you transfer for whatever reason, the full fee will remain payable.

#### Cancelling your place

**Residential** - If you notify the BVCA in writing or via email up to 84 days before the start date of the course, you will receive a full refund less an administration fee of 5% (plus VAT). Notifications received between 83-56 days will incur a 50% of the course fee (plus VAT); after this time If you withdraw for whatever reason, the full fee will remain payable if you are unable to nominate a suitable substitute attendee.

**Non Residential** - If you notify the BVCA in writing or via email up to 56 days before the start date of the course, you will receive a full refund less an administration fee of 5% (plus VAT). Notifications received between 55-28 days will incur a 50% of the course fee (plus VAT); after this time If you withdraw for whatever reason, the full fee will remain payable if you are unable to nominate a suitable substitute attendee.

#### Non-attendance

If you fail to attend the course on which you are booked and have not given prior notice to the BVCA then the course fee will remain payable in full.

#### Cancellation by the BVCA

Where circumstances dictate, the BVCA reserves the right to alter published programmes, trainers, fees or venues without prior notice. In the event of a course being cancelled, a refund of the course fee will be made but no compensation will be paid for any additional costs incurred.

#### Venues

Details of the specific venue used will be sent in the joining instructions for all courses.

#### Dress code

There is no formal dress code; however, most participants choose to wear smart casual clothing.

#### Important Information

All bookings are subject to the above terms and conditions. You will be deemed to have accepted the terms and conditions at the time of booking, unless we hear from you within seven days.

While the BVCA endeavours to ensure reasonable safety and security at our courses, it must be understood that all parties attending do so at their own risk. We will not be held responsible for injuries that may be incurred as a result of attending a course where the circumstances are outside of our control. However, nothing in these terms and conditions or any other terms of the BVCA seeks to exclude liability for death or personal injury resulting from BVCA's negligence.

#### Liability

None of the materials pertaining to our courses are intended to constitute financial, legal, or other advice, should not be relied upon as such and is not a substitute for obtaining such advice. The BVCA, its employees, trainers, contractors, or consultants do not accept any responsibility for delegate actions, or those of any other people reading course notes or interpreting the training litigation.



“Great insight into all parts of the sector. I highly recommend it. A must for new people in the industry”  
Rahul Satsangi,  
Rutland Partners LLP

“An invaluable learning and networking opportunity”  
Sophie Maher,  
LGV Capital

# Investing in **training**, *enhancing returns*

“The tutor created a great atmosphere for interactive group learning. The course was energetic and the materials were both memorable and very useable; a great course”

**Tracy Scribner, MMC Ventures**



## **Contact Us**

BVCA Training  
1st Floor North  
Brettenham House  
Lancaster Place  
London  
WC2E 7EN

+44 (0)20 7420 1800

[training@bvca.co.uk](mailto:training@bvca.co.uk)

[www.bvca.co.uk/training](http://www.bvca.co.uk/training)

**bvca** The British Private  
Equity and Venture  
Capital Association