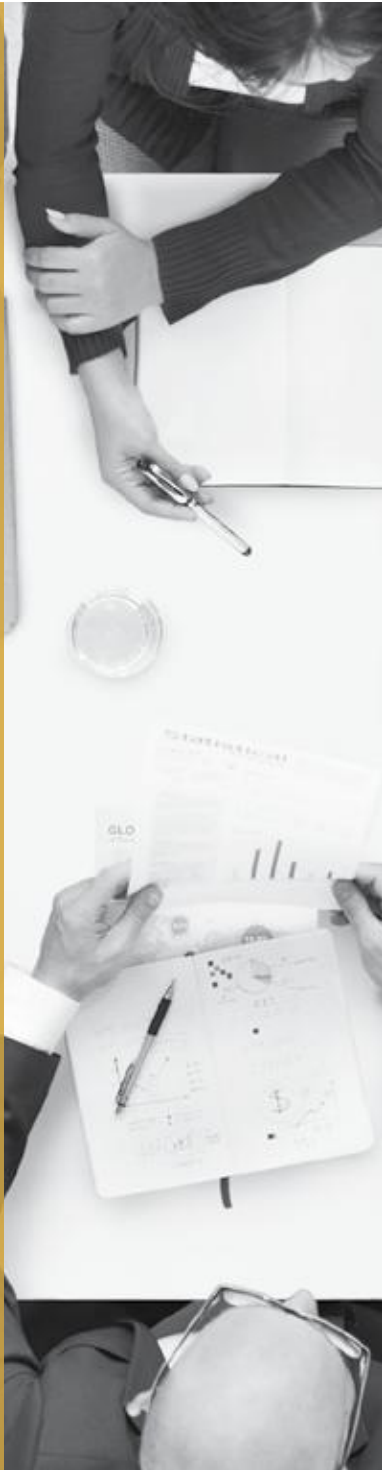


KINGSTON TRAINING CONSULTING



www.kingstontc.com



KINGSTON
TRAINING CONSULTING



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About Us

Our Focus And Aspirations

At **KINGSTON Training Consulting** we are actively engaged in planning and building sustainable performance for organisations and projects in rapidly changing environments.

We offer strategic training programmes tailored to the specific development needs of both individuals and organisations. We work with senior executives to both create and deliver winning organisational strategies.

In many cases, this includes deploying the knowledge of business professionals to initiate real improvements in Business/Management, Energy, Enterprise Technology, Medicine/Health Care services and operations-related functions.

Our Network And Connections

New York, USA / London, UK

While **KINGSTON** is newly independent as of 2014, we are affiliated with a select international network of world-renowned organisations and institutions in New York and London. The network provides both an invaluable, collaborative knowledge base and additional human resources as needed.

We are based at 576 FIFTH AVE, SUITE 903 NEW YORK, NY 10036 and at 78 York Street London W1H 1DP, UK and led by an experienced management team of PHD holders and high profile professionals with considerable skills in consultancy and training.

We help clients to more effectively channel the profitability of their business, and they report dramatic, measurable improvements in:



- **Gaining and keeping customers**



- **Their financial performance**



- **Their ability to lead and manage their people**



- **Growing and innovating**

Kingston - What We Do

- **Consultation** - Through an initial conversation, we identify your needs and ensure the best training programme is available for you
- **Evaluation** - Once a training programme has taken place, we produce a report to analyse the overall value of the course to those who attended
- **Coaching** - We conduct one-to-one coaching for any training level. This is ideal for those embarking on a leader/supervisor role who need to carry out appraisals and development plans with their team
- **Facilitation** - As a facilitator we can be an ideal neutral party who will help guide a meeting to prevent it from going off-track and ensure its objectives are met
- **Training** - We help clients identify formal training and education plans for sustainable workplace performance that will achieve employee development goals and are aligned with an organisation's strategies and objectives. Based on this we research, design and deliver practical and relevant training and development programmes. In many cases this means the customisation of learning curriculum to fit company needs and the development of internal trainers to deliver specific solutions under a license

Our Team Members

Our instructors are professionals currently working within their respective industries, who provide participants with practical and hands-on training. With the support of SJIC, we are well-connected to a network of national and international advisors and consultants.

Meet our principle team

- ✓ Mr. Andrew Cheah - Liaison Associate - Asia
- ✓ Dr. Brian Terry - Associate – UK
- ✓ Mrs. B. Pachter - Director - USA
- ✓ Dr. C. Kettemborough - Liaison Associate - USA
- ✓ Dr. Dimitrios Kamsaris - Director - UK & Europe
- ✓ Mr. Emmanuel Perakis - Liaison Associate - Europe
- ✓ Dr. H. Harlow - Liaison Associate - USA
- ✓ Mr. John Griffiths - Director - Middle East
- ✓ Mr. Martin Testa - Associate - Europe
- ✓ Mrs. Mona Meidly - Director - USA
- ✓ Dr. Petros Sebhato - Associate - Middle East
- ✓ Mr. Robert Britton - Associate - UK
- ✓ Mr. Salman A - Associate - Middle East
- ✓ Mrs. Shazha Souliman - Director - Middle East

General Information

We make the whole process of registration through to attendance as straightforward as possible by keeping you fully-informed with the most up-to-date information at all times.

How To Register For A Seminar/Workshop

For your own convenience you can book any of our seminars/workshops in a number of ways:

- **Online** by visiting www.kingstontc.com
- **By emailing** your registration form to Training@kingstontc.com
- **By faxing** your registration form to 212.246.3249
- **By calling** our office on 212.465.3248

By posting your registration form to KINGSTON Training Consulting, 576 FIFTH AVE, SUITE 903. NEW YORK, NY 10036

Joining Instructions

We send confirmation of your enrollment by email or fax upon receipt of registration. It includes details of the training location, your daily timetable and other relevant information.

Before or at the start of any training, we issue you a registration form asking what you are looking to achieve from the training programme. In this way we can do everything to ensure we meet the needs of each delegate and that the seminar/workshop is completely relevant to your personal development.

Registration Deadline

As an internationally-operating training organisation, it helps us to receive registrations at least one month prior to seminar/workshop commencement. That said, we will accept registrations after this date, provided places are available.

Training Hours

- 08:30-9:00: Welcome & registration
- 09:00-10:45: First session
- 10:45-11:00: Coffee break
- 11:00-12:45: Second session
- 12:45-13:15: Coffee break
- 13:15-14:30: Third session
- 14:30-15:30: Lunch break
- 15:30-16:30: Open session (optional)

Points to note

- Training starts promptly at 9.30am and finishes by 3.00pm (12:30pm on the last day)
- If you have any special dietary requirements, please let us know when you book so we can inform the venue
- For the comfort of our delegates there is no smoking in the conference room
- Dress code is smart casual

Accommodation & Training Venue

We hold our seminars/workshops either at quality hotels or training centres with excellent meeting facilities. We do not arrange hotel accommodation for our delegates, but can assist if you request. We provide detailed hotel information within our Confirmation of Enrollment.

It is important to note that whilst hotels will often offer you a discounted rate as a delegate for nights preceding a training course, the actual rates offered will vary from time-to-time as it may depend on hotel occupancy and other seasonal factors beyond our control.

Airport Pick-Ups

If you request, we can offer a complimentary transfer upon your arrival. However, we must receive the fully completed transfer form at least one week before arrival to guarantee your pick-up.

Entry Visas

Your visa arrangements, if you require one, are your responsibility. You should contact your consulate or embassy to find out whether you do need a visa. Obtaining a visa may take some time, so we strongly advise you to start this procedure as soon as possible.

As mentioned earlier, we cannot provide refunds because your visa has failed to come through on time. Only where a participant been refused a visa or entry will we be able to refund you in full.

For any onward travel, visa support letters will only be issued once full payment has been received.



On Arrival

On arrival at the training centre you will receive a warm welcome from our staff, and upon registration a welcome pack. You will also receive the relevant training material to your chosen seminar/workshop.

At the same time, KINGSTON understands the need to offer you flexibility, and we can change your training materials to accommodate any modifications to your seminar/workshop modules over the duration of your training.

Certificate Of Competence

Once you have actively attended your training, we provide you with a certificate of competence as a mark of your commitment towards your personal development.

Learning Materials

We provide all delegates with an advanced e-reader, pre-loaded with all the relevant learning materials. In order to provide you a useful reference in the weeks and months after completing the training, you keep the device when you leave.

The use of electronic documents eliminates additional luggage costs from heavy training materials, and gives you easy access to materials through the device's search function.

Limitation on Numbers

We limit the number of delegates on each of our training programmes (6 Delegates) to ensure sufficient attention is given to each delegate's needs. We may run additional training programmes should there be sufficient demand.

Seminar Leaders

All KINGSTON training programmes are led by credentialed professionals with the relevant knowledge to your course topic. These include CEOs, senior executives, managers, authors, educators, consultants and engineers.

To make each seminar/workshop as practical, relevant and hands-on as possible, our trainers are selected from a pool of industry experts who have been successful in the corporate world. Each then undergoes rigorous training, as well as periodic evaluations by our practice leaders.

All this ensures you will have a seminar/workshop leader who is both a skilled platform speaker and best-in-class business practitioner.

Continuing Education Units

Some of our seminars/workshops qualify for Continuing Education Units (CEUs). The number of CEU credits (if any) is indicated in the training plan/description.

Training Programmes Delivered Onsite

If more convenient, for example in the case of a company that needs to train multiple staff on a specific programme, all KINGSTON seminars/workshops can be tailored to the specific needs of your organisation and delivered onsite at a location of your choice.

Language

We advise that you should have a good understanding of the English language in order to fully participate within our training programmes. In some cases we are able to run certain seminars/workshops in other major languages (French, Spanish, German, Russian, Chinese and Arabic)

Should you need further information, please contact us at (www.kingstontc.com)



Payments, Discounts, Terms & Conditions

Fees

Seminar/workshop fees are due and payable upon receipt of invoice. All payments must be received prior to training commencement. Fees include all tuition costs, materials, publications, refreshments and lunch during each programme day.

As mentioned on the General Information page, (www.kingstontc.com) seminar/workshop fees do NOT include travel, accommodation or living costs.

Your booking is not confirmed until payment has been received. Payment can be made either by cheque (banker's draft), or by bank transfer.

Although we generally require an advance payment, we can make alternative arrangements to suit individual organisations.

It's important to note that applicable taxes such as VAT will be added as required. We provide more information on VAT and who it is applicable to in the VAT section below.

Payments

For your convenience, you can pay in one of four ways:

By credit card: Visa & MasterCard

By bankers draft or cheque: in USD, made out to KINGSTON Training Consulting LLP

Wire transfer: Direct to our bank account

Bill me or my company: If you select either of these options, we'll send an invoice within 7-10 days of your registration

Payment Details

Payment is required at the time of booking and can be made in one of the following ways in USD. All bankers' drafts and cheques should be payable to KINGSTON Training Consulting LLP:

Account Name:	KINGSTON LLC
Bank Name:	Wells Fargo Bank N.A.
Bank Address:	420 Montgomery, San Francisco, CA 94104, USA
Account No:	2868714938
SWIFT/ BIC Code:	WFBIUS6S

When making payment by wire transfer, please quote the delegate surname and/or invoice number and the seminar/workshop.

Vat

Value added tax (VAT) regulations currently state that training services are zero-rated for government officials and public servants. In such cases, when applying for a seminar/workshop, applicants need to provide a statement confirming they are employed by their government in 'furtherance of its sovereign activities'. The statement should be endorsed with a departmental stamp to be exempt from VAT.

All other participants including those employed by government-owned businesses or sponsored commercial organisations, are liable to pay VAT at the current rate of 20%.

Cancellations

All cancellations should be made in writing. We can carry forward seminar/workshop fees to another seminar/workshop subject if you require. Alternatively we can refund:

- 100% of the fee if the cancellation is notified four weeks or more before the start date
- 50% of the fee if the cancellation is between 2-4 weeks before the start date
- No refund if notice of cancellation is given less than two weeks prior to the start date
- If a participant fails to attend the seminar/workshop without prior notification (no-show), the full fee is still due and payable with no refund
- If a participant has been refused a visa or entry, we will refund the seminar/workshop fee in full

Substitutions

If you are unable to attend a booked seminar/workshop, we will accept a substitute at any time without penalty.

Transfers

As mentioned earlier, a paid enrollment may be transferred to another KINGSTON seminar/workshop, if we have received written notice from you before the seminar/workshop commences. There are no transfer fees, however differences in seminar/workshop fees will be due and payable

Discounts & Savings Plans

We offer early bird and other discounts throughout the year. We can help you get the most out of your training budget and to choose the right savings plan for you.

Notable deals include:

- **Frequent booker discount** – If you regularly book us for your in-company training, you may qualify for our frequent booker discounts.
- **Get a fourth place free** – Applicable if you book three days training at the same time, or register three or more people for the same open seminar/workshop.

Changes to the advertised seminar / workshop

We reserve the right to cancel or postpone a seminar/workshop at any time. If so, we will make the decision around two weeks prior to the starting date and inform you in writing.

We will fully refund payments already received, or on request – transfer them as a deposit to another KINGSTON seminar/workshop. Differences in seminar/workshop fees will be due and payable.

We reserve the right to alter the content, location of the seminar/workshop, or the identity of the speaker(s) for unforeseen reasons.

We are not liable for any delay or non-performance due to governmental regulations, strikes, hostile actions, weather, illness, acts of God, or any other causes (otherwise known as 'Force Majeure') which are beyond KINGSTON's reasonable control.

Should you need further information, please contact us at (www.kingstontc.com)

Travel Arrangements

Please do keep our registration and cancellation policies in mind when making your travel arrangements, as we cannot accept liability for any costs incurred from cancellation, change of travel arrangements, hotel reservations, or losses you incur due to changes in venue, date, content, trainer or postponement of any seminar/workshop.

Responsibility for visas and other travel documents lies with the participants. We will not provide refunds if visas are not obtained in due time.

Should you need further information, please contact us at (www.kingstontc.com)



Registration

How To Register For A Seminar/Workshop

For your own convenience you can book any of our seminars/workshops in a number of ways:

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- **By emailing** your registration form to training@kingstontc.com
- **By faxing** your registration form to 212.246.3249
- **By calling** our office on 212.465.3248
- **By posting** your registration form to 576 FIFTH AVE, SUITE 903 NEW YORK, NY 10036

What Happens Next? (Joining Instructions)

As mentioned on the General Information page, we will send confirmation of enrollment by email or fax upon receipt of registration. It will include details of training location, training hours and other relevant information.

On receipt of the registration form we will then send you an acceptance letter together with an invoice. We cannot confirm your booking until we have received full payment.



Fees & Payment

Seminar/workshop fees are due and payable upon receipt of invoice. We must receive all payments before commencing your training. Seminar/workshop fees include all tuition costs, materials, publications, refreshments and lunch during each training day.

Fees do NOT include travel, accommodation or living costs.

We cannot confirm your booking until we have received payment. Payment can be made either by cheque (banker's draft) or bank transfer.

Although advance payment is required, alternative arrangements can be made to suit individual organisations.

Please note that applicable taxes such as VAT will be added as required. We provide more information on VAT and who it is applicable to in the Payments, Discounts, Terms & Conditions section. (www.kingstontc.com)

Should you need further information, please contact us at (www.kingstontc.com)



Training On Demand (TOD) & Customised Group Training

TRAINING ON DEMAND

Training on Demand (TOD) allows you to design your own programme and tailor it to meet your organisation's specific needs. It allows our participants to choose the learning topic and methodology that best suits them. To either choose an individual topic, or to be part of a course. To be part of a group, or to learn in their own time if preferred.

Designed so you can have the best 'out-of-box' experience, TOD is a powerful learning feature that allows you to create your own programme from palette of plenary sessions and streams addressing current trends as well as business challenges.

You will learn through current, practical research material, real-life case studies, active class discussions and extensive group work. In addition to our world-class faculty, you will hear and meet industry experts, CEOs and inspiring thought leaders in fields outside of business.

CUSTOMISED GROUP TRAINING

Our clients often have small group(s) from the organisation that would benefit from a seminar or workshop. They do not want to take them off-site or pay considerable per-delegate training fees.

We recognise that sometimes a small group is best. Hence we offer group training to allow our clients to target the topics that would be most helpful to their organisation, and drill down to the training they need the most. The topics can be customised from our wide list of general subject areas to connect with your organisation's specific goals.

If customised group training suits the needs of your organisation, please contact us (www.kingstontc.com) with the following information:

- | | |
|-----------------------|---|
| • Course title | • Level of attendees (beginner; intermediate; advanced) |
| • Start date | • Specific topics to be covered |
| • Duration | • Corporate visits |
| • Venue | • Training methodology |
| • Number of attendees | |



One-To-One Training

KINGSTON provides one-to-one training specifically tailored for the individual. Designed to act as either a stand-alone learning process, or to operate in tandem with more formal learning events, these can often be the most effective way of transferring learning into the workplace. The key is the real-life application of ideas and concepts.

We can structure one-to-one sessions either as a one-off, or as a series of linked sessions over a period of time.

Key benefits of one-to-one training include:

- Fast-track, flexibly scheduled learning for people short on time
- High level of participation for people whose learning requires a great degree of real-world applications
- Extremely personalised and flexible for people with unique requirements
- Gaining confidence and ambition to develop one's own career path, and to work to one's best effectiveness where an open training situation would not have addressed personal needs

If one-to-one training suits the needs of your organisation, please contact us (www.kingstontc.com) with the following information:

• Course title	• Level of attendees (beginner; intermediate; advanced)
• Start date	• Specific topics to be covered
• Duration	• Corporate visits
• Venue	• Training methodology
• Number of attendees	

Should you need further information, please contact us at (www.kingstontc.com)

Our Guiding Principles In Our Work With Clients

- **To exceed their expectations** - Every client contact is an opportunity to demonstrate our commitment to service and client success
- **To live the golden rule** - Treat all others with courtesy and respect. This means actively listening and being responsive to concerns, needs, hopes and dreams
- **To be a leader** - Everyone can be a leader and clients have every right to expect consultants to take a leadership role during a project. This means balancing subject matter expertise with wisdom to help guide the client to where it wants to go
- **To build partnerships** - Our clients' success depends on the closeness of the partnership we build with them. It is everyone's responsibility
- **To pursue only excellence** - Ignore the rest
- **To work as a team** - Teamwork promotes innovation, creativity and much greater results for the client
- **To walk the talk** - The fastest way to results is by example. The consulting/training team should always role model what they are teaching the client
- **To keep it simple** - We make it easy for our clients to do business with us, and for us to better work together with them
- **To share knowledge** - We always keep the client informed and up-to-date. We share ideas that have worked in similar organisations to shorten the client's learning curve
- **To have fun** - If you're not, figure out why and change it. Clients hate being around grumpy people



CONTACT US



Contact Us – Our Offices

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Primary Contacts

Training registration & Information:

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