

Policies & Provisions

Course Format

Each workshop is presented in Power Point format. Financial Workshops, LLC, will provide a laptop and projector (if needed) at no additional charge. A site suitable for classroom style seating, (auditorium style for larger groups), sound system (if necessary) and screen must be provided by your organization.

Materials

Financial Workshops, LLC, will provide a workbook for each participant, specific handouts, certificate and pens.

Setup

Presenters will need access to the facility in advance of scheduled class start time to provide ample setup and equipment testing time. Typically, no more than one hour is needed for setup. If special requirements are required at the facility, those arrangements should be discussed at the time of scheduling a workshop. The sponsor is responsible for having a representative present to insure each participant receives his/her workbook and certificate.

Contract Information

Upon scheduling a course, you will be provided with our Workshop Terms and Agreement. This outlines the agreed upon course date(s), fees, workshop location, number of attendees expected, length of workshop, and the confirmation of the specific workshop (s) selected. A final attendance count will be required for shipping purposes. Ten business days must be allowed for shipping of course materials.

Course Fees

Course fees are determined by the workshop selection, length of workshop, and number of participants. Courses can be customized to meet your needs. Discounts may be available for larger groups. A specific training proposal is available upon request by contacting us at 1.800.875.1919 , or 913.742.7213, or by email at info@financialworkshops.info.

Scheduling

We strive to accommodate each request. However, we advise scheduling your course two to four months in advance. Short notice is possible, but preferred dates may not be available.