

# RISOVENT

## Designing a short training workshop

### Service Provider Details

- **Company Name:** RISOVENT LTD
- **Registered Address:** White Building Studios, 1-4 Cumberland Place, Southampton, UK, SO15 2NP.
- **Email:** [contact@risovent.com](mailto:contact@risovent.com)
- [Click here to read more about the trainer.](#)

### Pre-Contractual Information

- **Business Name, Contact Details, and Address:** As provided above.
- **Description of Services:** This service is perfect for organizations that prefer to use their own selected trainers for delivering training sessions but want to benefit from expertly designed content and structured short training workshops. In other words, RISOVENT LTD designs short training workshops, and you deliver it.

This service aims to only design short training workshops to meet your organization's needs WITHOUT the training delivery component. Clients collaborate closely with RISOVENT LTD in designing these training workshops and selecting and refine topics, exercises, and training materials to match their professional and organizational requirements and goals. The process includes free consultations, a structured proposal phase, and a collaborative design phase, ensuring that each training workshop element is tailored to achieve the desired impact.

- **Price and Taxes:** The total price, including all applicable taxes (if any), is detailed on our [Pricing Page](#). The service fee is transparent, and there are no hidden charges.
- **Payment Methods:** Payment must be made via bank transfer to RISOVENT LTD's business bank account. Account details will be provided upon issuing and sending you an invoice.
- **Consumer's Obligation to Pay:** By confirming this service and signing the contract via email, you agree to the payment terms and acknowledge your obligation to pay the total amount due within 10 days of receiving the invoice via email.
- **Immediate Confirmation:** Following your agreement to proceed, you will receive an email confirmation of your intent to engage our services.
- **Contract Delivery Timing and Procedure:** The contract will be delivered via email once the service is confirmed by email. This ensures that the contract includes all terms before any party signs. The service terms and conditions, along with the contract and any other supporting documents, will be provided to the client via email.
- **Contract Format:** Sent in a PDF or Word format that you can easily save and print.
- **Opportunity for Questions and Modifications:** We strongly encourage you to review the contract details and any supporting documents, request modifications, and ask questions before signing. Please confirm acceptance by signing the contract and returning it via email.
- **Acknowledgment of Receipt:** Required from clients to ensure you have received and understood all contractual documents.
- **Cancellation Rights:** You have the right to cancel this contract within 14 days of signing, without providing any reason. To exercise the right to cancel, you must inform us of your decision through a clear statement by filling the contact form on <https://risovent.com/contact> or by sending an email to [contact@risovent.com](mailto:contact@risovent.com)

- **Standard Cancellation Form:** Available via email or [contact form](#) upon request.
- **Accessibility of Information:** Alternative formats of training materials or documents related to the service and pre-contractual information are available upon request. Please contact us for more information.
- **Technical Requirements for Online Participation in the service:** To participate in the service online via Microsoft Teams, you will need:
  - A computer or tablet with audio and video capabilities.
  - A stable internet connection.
  - The latest version of Microsoft Teams installed.
  - A compatible operating system (Windows 10 or later, macOS 10.13 or later).
  - Recommended: A headset with a microphone for optimal audio quality.
- **Complaint Handling Policy:** We are committed to providing quality services. If you have any complaints, please contact us at [contact@risovent.com](mailto:contact@risovent.com). We aim to acknowledge all complaints within 2 business days and resolve them as soon as possible. Please refer to our [Complaint Handling Policy](#) for more details.
- **Need to Make a Change:** If you need to make any changes or correct any errors, please contact us at [contact@risovent.com](mailto:contact@risovent.com)
- **Duration and Termination Conditions:** The contract specifies the service approach and all relevant information, detailing the steps involved in customizing the short training workshop to meet specific client needs. This process includes initial consultations, iterative design phases, and final adjustments, all tailored to align with client objectives. Either party may terminate the contract under the conditions outlined in the Service Terms and Conditions. All relevant documents, including the service terms, the contract itself, and any supporting materials, will be provided to the client via email.

## Contract Delivery and Client Interaction

- **Contract Delivery Timing and Procedure:** The contract will be delivered via email as soon as possible after the service is confirmed, ensuring that the contract reflects all terms before any party signs.
- **Opportunity for Questions and Modifications:** Strongly encouraged before signing the contract. Clients can review the contract details, request modifications (if possible), and confirm acceptance via email.
- **Acknowledgment of Receipt:** Required from clients to ensure that you have received and understood all contractual documents.

## Target Audience

- This service is designed for businesses, organizations, and corporations looking to enhance and customize their in-house training and development capabilities. It is ideal for those who wish to independently deliver professional development workshops tailored to their needs and objectives.

In other words, RISOVENT LTD designs short training workshops, and you deliver them in your own way using your own training delivery methods.

## Duration and Scheduling

- Designing a short training workshop is structured to accommodate the depth of the content required. RISOVENT LTD will agree with the client on the timeline, with the flexibility to design full-day, half-day, online, and/or face-to-face training workshops.

## Training Format and Location

- The short training workshop materials and content will be designed to be delivered either online, such as through Microsoft Teams, or in person, depending on the client's future delivery preferences. All designs will be adaptable to the client's chosen format.

## Participant Capacity

- The training materials will be designed to cater to any group size effectively, ensuring the client can adapt the content to their specific audience needs when delivering the training workshops.

## Financial Information

- **Payment Terms:** Payment Terms: Due within 10 days of sending the invoice via email.

## Total Price

- [Please read the price page by clicking here.](#)

## Cancellation Policy

- You have the right to cancel the service and contract within 14 days of signing, without providing any reason.

## Privacy Policy

- To learn more about RISOVENT LTD's Privacy Policy, please [click here](#).

## Additional Notes

- **Exclusions in Service Fee:** Please note that the fee for designing the short training workshop covers only the creation of training materials and does not include any costs related to the actual delivery of the training workshop, transportation, accommodation, or other logistical expenses. Clients are responsible for delivering the training workshop designed under this service.
- [Click here](#) to view the price for this service.

## More information:

- For additional details, please visit the **FAQ** page on the RISOVENT website by [clicking here](#). If you have further questions, feel free to contact us at [contact@risovent.com](mailto:contact@risovent.com)