



Sample Only

Date

Name

Title

Address

SkillWise GlobalStart Centres™

Participation Agreement

Dear ,

It is with much pleasure that I provide the following documentation to you. Congratulations on your organisation being accepted as part of the **SkillWise GlobalStart Centres™** program.

As you are aware from our initial discussions, SkillWise Marketing will, under the terms of this letter of agreement:

- Provide you with you a **free system starter package** of the “Developing Manual Handling Skills, Part1: Core Skills for the Workplace” training resource package and sufficient Participant’s Handbooks to enable the **complete training of up to 12 employees**. These materials are for your organisation to keep as a thank you for your initial participation.
- Your choice of **trainer(s) will be personally mentored** by expert SkillWise Marketing staff in the correct use of the materials.

As previously outlined we require two things for the provision of this opportunity.

Firstly, at the end of your **familiarisation and trial period** with 12 employees we require a simple but comprehensive **feedback session** on how you found the product.

Secondly, if your organisation then wishes to adopt the training resource for wider use then we require that you become a “local referee” for our training resource as a full member of our **SkillWise GlobalStart Centre™** network . This includes:



- Cooperatively developed press releases positioning your organisation as a leader in training provision.
- Listing/linking on our website as an **SkillWise GlobalStart Centre™** for the package you have adopted,
- A brief (100 word) written endorsement for general use and
- A willingness to answer occasional referred (**vetted by us in the first instance**) enquiries from other businesses.

If you become a full **SkillWise GlobalStart Centre™** member you will also be the first to be given the option of trialling all new materials that we produce. You will also be linked to other **SkillWise GlobalStart Centre™** organisations on an international scale.

If you find that the above suitably records the intent of the agreement reached between us please sign where indicated, take a copy and return to me and we will proceed to the first trial stage with this resource package.

I thank you again for your consideration of the **SkillWise GlobalStart Centre™** program. We look forward to developing a mutually beneficial relationship.

Sincerely,

	Name and signature	:
Glenn Bromfield	Title	:
Executive Producer	Company Name	:
	Date	: