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**Consultancy, learning and professional development for independent agencies**

*This template is for providers of these services to describe their offer in a way which can be featured on the online platform, being created by One Earth for thentworkone. If you are unclear what to do, please contact* [*julian.boulding@thenetworkone.com*](mailto:julian.boulding@thenetworkone.com) *for advice.*

*A “programme” may mean a single presentation, a series of presentations, interactive workshops or any variation on the above.*

**Instructions to complete the template.**

***These instructions refer to the headings in the template form below. Please include enough detail for a reader to decide if they are interested, but try to keep your content short and clear.***

***If you go above 150 words in any section, the copy will be cut at this point and continued on demand via a “READ MORE” link.***

***If we think anything you have written is unsuitable or could be improved, we will discuss and agree this with you. We have long experience of working with independent agencies and are here to help! thenetworkone has final discretion on all content to be published on the platform.***

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**INSTRUCTIONS:**

**Speaker / Facilitator**

*Please include your name and title – for example, John Doe, Founder, ABC Consulting*

**Video:**

*Please upload a video of approximately 90 seconds to describe yourself, your expertise and the value of what you are offering. A selfie-type video is fine: the purpose is for people to get a sense of you and your personality, not your production skills.*

**Topic:**

*Please describe the programme you are offering in a single sentence.*

**Who is this for?**

*Please include*

* *the type of people who would benefit – for example, “Agency Owners and Senior Directors”*
* *the maximum number of participants in a programme*
* *the type of agency – for example, ‘suitable for all kinds of marketing and communications agencies” or “designed for Consumer PR agencies”*

**What you will learn:**

*What will a participant know – or be able to do, or do better – as a result of attending your programme?*

**Format:**

*Please state clearly the format in which the programme is offered –*

* *online or offline?*
* *How many sessions of what length? – for example, “series of four 3-hour seminars four seminars of two hours each, one per week.”*

**Additional features:**

*Please add any of the following, or similar, which you intend to offer:*

* *30 minute conversation to answer your questions before you book*
* *Pre-read material in advance of the programme*
* *Video copies of all sessions provided for participants’ own use*
* *Leave-behind summary of learnings and programme material*
* *Opportunity to contract the course provider for consultancy services after the programme*

**Programme cost:**

*Please state the cost you will charge including any taxes, in GBP / USD or Euros (we will convert as necessary)*

**Testimonials:**

*Please add any permissioned quotes from people who have been through the programme*

**Terms and conditions:**

*There will be standard conditions covering data, privacy, cancellations, refunds etc. Please add any additional conditions you wish to be included.*

**thenetworkone comment:**

*Leave blank - subject to your agreement, we will include at our discretion an endorsement of the programme you are offering.*

**Book now:**

*If you are offering a fixed price programme, or a programme with defined options, clients will have the opportunity to book online now. Thenetworkone will discuss this separately with you.*

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**Now please complete this template and upload it, together with your video, using this link: LINK**

**THE TEMPLATE**

**Speaker / Facilitator**

**Video:**

**Topic:**

**Who is this for?**

**What you will learn:**

**Format:**

**Additional features:**

**Programme cost:**

**Testimonials:**

*Please add any permissioned quotes from people who have been through the programme*

**Terms and conditions:**

**thenetworkone comment:**

*Leave blank - subject to your agreement, we will include at our discretion an endorsement of the programme you are offering.*

**Book now:**

**Your contact details:**

1. *name, address, email phone for thenetworkone use*
2. *contact details you would like to be included on the platform (for example: your website or links to social media including Linked In)*