

Habits of the Heart

Participant Agreement - Habits of the Heart Self Leadership Course

Habits of the Heart is a personal development and leadership course rooted in the Solomonic Wisdom tradition. We will ensure that the course is delivered to a high standard to meet the needs of all participants. We will provide a high level of support and mentoring for all course participants to ensure that they will gain maximum personal and professional benefit from the course.

We want participants to gain the most out of their time on this course. This Participant Agreement has been developed to help you understand our shared responsibilities, ensuring a fruitful and productive learning partnership.

1. Our mission is:

To help you to take time out, discover energy through beauty, build deeper relationships, develop effective self-discipline and clarify who you are and what you want in terms of your life purpose.

2. Agape/Habits of Heart team will:

- Treat participants and colleagues equally and respectfully
- Retain a high level of confidentiality
- Provide high standards of teaching and support to all participants
- Ensure the delivery of a high quality learning experience by providing CPD (Continued Professional Development) for all staff members
- Provide Course handbook with clear session and assignment information
- Provide timely notification of changes, cancelled sessions and re-scheduling of mentoring sessions
- Provide access to relevant policies and procedures to support the effective delivery of the course
- Provide a fair, equitable and supportive environment in accordance with the our Equality and Diversity Policy (available on request)

3. Facilitators will:

- Ensure that all materials and resources are of a high quality and meet the requirement of the course
- Ensure that all participants can access the information (learning disability, learning styles, language barrier and other disabilities)
- Be fully prepared and knowledgeable about the subject area
- Provided a safe and welcoming learning environment
- Treat all participants equally and respectfully
- Ensure that sessions start and finish within the agreed time frame (unless otherwise agreed with the group)
- Make every effort to deliver the session aims and objectives

4. Mentors will:

- Co-ordinate all Life Inventory and feedback sessions
- Be aware of the need for a high level of confidentiality and protection of data
- Provide clear and honest feedback sensitively, develop good rapport with participant (mentee)
- Liaise with participant to arrange mentoring sessions between each facilitated session
- Provide support throughout the course to meet the needs of the participant (mentee)
- Demonstrate a good understanding of the mentoring process and knowledge of the course

5. As a participant of the Habits of the Heart Programme you should:

- Have a full understanding of the course requirements and your commitment
- Treat staff and fellow participants respectfully
- Attend and participate fully in sessions and meetings with your mentor
- Take responsibility for managing your own learning: actively engaging in the course ensuring you spend sufficient regular time in individual study
- Make every effort to complete course activities/assignments
- Actively participate in feedback that can enhance the quality of the course
- Be aware of course dates and changes to schedules
- Be prepared to receive feedback and engage in deep thinking which will challenge and take you out of your comfort zone
- Ensure that your course fees are paid within the agreed timescale

6. Changes to Your Programme

We have the right to alter the timetable, location, method of delivery or content of your course, provided such alterations are reasonable.

In the event of any discontinuance of or fundamental changes to your course we will give you reasonable notice and you will be entitled to withdraw your application or withdraw from your course by telling us in writing. You may make a claim for a refund of your course fees and deposits you have paid, in accordance with our Fees Policy.

7. Termination of Agreement

The relationship between you and Habits of the Heart may be terminated:

- If you withdraw from the course and notify us in writing
- If you are asked by the course director to leave the course due to a serious breach of this agreement or relevant policies
- For non-payment of fees in accordance with the Fees Policy
- If between accepting registering and starting your course there is a change of your circumstances which makes it no longer possible for you to continue on the course.
- Where your behaviour represents a significant risk to the health, safety or welfare of yourself or others

8. Complaints

You will have the right to submit a complaint under the Complaints Procedure should the relationship between you and us comes to an end (Complaints Procedure available on request). On termination, you are required to return any materials and resources which are the property of Habits of the Heart.

9. Intellectual Property

We own the intellectual property for all course materials produced by us or on our behalf and such materials should only be used for your own personal study purposes.

10. Data Protection

By registering on the course, you are giving us the right to hold and process your personal data. We will process your personal data in accordance with the Data Protection Act 1998 and our policies on data protection and data processing. We will seek your permission to share your data with third parties. We shall remain the data controller of your data. (Data Policy is available on request).

The Participant Agreement gives a summary of our aspirations and expectations for everyone involved in the Habits of the Heart Self Leadership Course. It is not, however, a legally binding agreement and it is not intended either to define or limit the legal rights and responsibilities of Agapé, the Habits of the Heart team, or each participant.

These terms and conditions are the entire understanding between you and us about your course and replace any other undertakings or representations.

Please sign to confirm that you have read the agreement and by registering on the course you will uphold the terms of this agreement.

Participant: _____ Date: _____

Facilitator: _____ Date: _____

(On behalf of Habits of the Heart)

Habits of the Heart Self Leadership Course is delivered by Agapé Workplace Initiative under the auspices of Agapé Ministries Ltd and endorsed by the Institute of Leadership and Management (ILM)