**Bell (BCE Inc) Training Request Form**

Use this form to request training services through the LifeWorks Learning team. This form can also be used to request complimentary wellness seminars as part of your organization's contract with LifeWorks.

**Prior to completing this form, please note the following:**

* We require a minimum of four weeks' notice to coordinate your training. If your request is less than four weeks' notice we will ask you to select a date that provides the required notice.
* Recording of live sessions is not permitted.
* If you are looking to schedule a complimentary wellness seminar using your organization's credits you can request any of our 1-hour awareness-level seminars, click the following link to see our awareness sessions: <https://learning.lifeworks.com/format/awareness-seminar/>

For information on our training services, please visit our website: <https://learning.lifeworks.com/>

**Submitting your request**

Submit this completed form to LifeWorks Learning (Learning\_Bell@lifeworks.com) a minimum of 4 weeks in advance of the requested training date.

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| Contact Information | | |
| Company/Division:Choose an item. | | |
| Primary Contact: | Contact Phone #: | Email Address: |
| Secondary Contact: | Contact Phone #: | Email Address: |

### Service Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Work, Health & Life Learning – Training Request | | | | |  |
| Topic: | Date: Click here to enter a date. | Time:  Time Zone: Choose an item. | # of Participants: | Language: Choose an item. | Modality:  Choose an item. |
| Topic: | Date: Click here to enter a date. | Time:  Time Zone: Choose an item. | # of Participants: | Language: Choose an item. | Modality:  Choose an item. |
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| Topic: | Date: Click here to enter a date. | Time:  Time Zone: Choose an item. | # of Participants: | Language: Choose an item. | Modality:  Choose an item. |
| Training Platform Details (Virtual): | Virtual Platform: Choose an item. | | Additional Comments: | | |
| Training Location Details (In-Person): | Address:  City:  Province/Territory: Choose an item.  Postal Code: | | Onsite Contact:  Email Address:  Contact Phone #: | | |
| Details of Request/Audience Details/Special Instructions: | | | | | |
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### Billing Details

All invoices are distributed by email at the end of the month in which the service was delivered.

|  |  |
| --- | --- |
| Billing Contact and Address Information | |
| Billing Contact Name:  Attention:  Distribution Email:  Telephone Number: | Address:  City:  Province/Territory: Choose an item.  Postal Code:  PO # (if applicable): |
| Additional Information/Instructions: | |

**LifeWorks Learning Policies**

**Cancellation Policy**

In the event that Bell must cancel, reschedule and/or postpone a wellness seminar the following policy will apply. It also applies to inclement weather situations and sessions cancelled due to zero attendance/no-shows:

* 4 or 5 business days’ notice – 10% of the Course Fee will be billed
* 3 business days’ notice – 30% of the Course Fee will be billed
* 2 business days’ or less – 50% of the Course Fee will be billed
* All additional expenses associated at the time of cancellation will be charged to Bell (i.e. hotel cancellation fee etc.)

In the event that LifeWorks must cancel or reschedule a wellness seminar due to unforeseen circumstances, such as facilitator emergencies or illness etc. LifeWorks will notify the organizational contact immediately and ensure the wellness seminar is rescheduled promptly.

**After Hours Fees**

An additional fee of 25% for sessions shall apply to Courses that are delivered outside regular business hours (Mondays to Fridays - 8 am to 6 pm).

**Travel Fees**  
If travel is required for in-person service, fees will be approved by the organizational contact in advance at the below rates:

* Mileage is billed at $0.48/KM after the first 100 KM
* Travel time is billed at $50/hour after the first hour of travel
* Meals
* Other (accommodations, airfare, ground transportation, etc.) will be quoted at the time of request

**Additional terms for Seminars & Workshops**  
Terms in this section may differ when delivery modality is virtual versus in-person.

**Equipment**

Unless otherwise requested and approved, wellness seminars will be hosted on a virtual platform chosen and hosted by LifeWorks.  Links will be set-up by LifeWorks and shared with the organizational contact. Distribution of links will be done by the organizational contact.

**Materials**

LifeWorks will send participant materials electronically to the organizational contact ahead of the session. Distribution of participant materials will be done by the organizational contact.

**Audience Size**

* Virtual wellness seminars can accommodate group sizes of 10 participants to a maximum of 200 participants.
* In-person wellness seminars can accommodate group sizes of 10 participants to a maximum of 35 participants.
* Employee workshops can accommodate up to 30 participants.
* People leader workshops we can accommodate up to 25 participants.

**Recording**  
The recording of live sessions is not permitted for any of our trainings.