



GREENVILLE TRAINING ADHERING TO BEST PRACTICE COVID-19 GUIDANCE

As part of our preparations for getting back to some form of normality we are planning for training in a new environment. We are delighted to launch a mix of traditional classroom training with some major changes focussed on your safety as well as some programmes being available in an on-line virtual classroom environment.

I would like to take this opportunity to highlight the features we have implemented in partnership with the hotels to protect both you and our trainers.

- Virtual classroom training for some programmes
- Traditional classroom training not commencing until October 2020
- Substantially larger rooms training rooms
- Maximum numbers in attendance set at 16
- An individual table for each participant
- Hand sanitizer and wet wipes available
- Regarding lunches either soup / sandwiches individually served or pre-order table service
- Starting times of 10am to facilitate people driving or using public transport
- Greenville training folders will be filled by staff in compliance with all health and safety measures
- Working proactively with the hotels to ensure the full experience of using the hotel provides you with total confidence of a clean and safe environment

There are numerous other initiatives we are undertaking to ensure as much as possible the safety and health of all our customers and staff. You will see that we have also launched some of the programmes in a virtual classroom environment to ensure that the key training required for staff is available. Your safety is of paramount importance.

Above all, we want you as our customer to feel confident that we are creating a safe and conducive environment for training and sharing experiences with other colleagues.

In this new era for training, some necessary changes are required to keep each other safe; however, rest assured that Greenville's same standards, professional and friendly familiar faces remain unchanged.

I look forward to welcoming you soon,

A handwritten signature in black ink that reads 'Jeanne'.

Jeanne Copeland
CEO

Greenville Procurement Partners Ltd.