



The **Institute**
of **Dental**
Business

together making your
good practices great



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An overview

How is Institute of Dental Business delivered?

5 Quarterly workshops, June, September, December 2010 and, March and June 2011.

Monthly teleconferences the first Thursday of the Month at 7.00 pm

3 full days on site practice training days delivered as two consecutive days followed by a second one day six months later.

Thirty, 1-21 45 minute telephone coaching calls will be pre-booked on Tuesdays, Wednesdays and Thursdays between 6.00 am and 8.00 pm

Where is The Institute of Dental Business?

Currently workshops will be held in London, Oxford and Dublin. There are plans to extend the venues to Edinburgh, Belfast, Cardiff, Newcastle and Birmingham.

Who should attend The Institute of Dental Business?

If you are the start, middle or approaching the end of your career in dentistry this is the programme for you. You may be preparing to buy a practice, opening a new one, wanting to revitalize a practice that has stagnated, wanting to move away from the NHS, revive a failing practice, groom your practice for sale, or simply make it better. Whatever your motivation this is the programme for you.

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What investment do I need to make?

Membership of Institute of Dental Business ranges from 15 monthly standing orders of £197 to 15 monthly standing orders of £997 depending on the level of involvement you choose.

All fees exclude travel and hotel expenses

Who will be hosting The Institute of Dental Business?

Dr Jane Lelean, who is the only dentist in the UK who has been awarded the Professional Certified Coach status from the International Coach Federation, has developed and will be delivering the Programme. Unlike many coaches, consultants and trainers in the Dental field, Jane has run her own very successful practice and has been coaching business owners since 2005.

How do I join The Institute of Dental Business?

You can join by either completing the application form and standing order mandate at the back of this pack and return it to us.

Book now to reserve your place, these are limited to 10 practices per location,

Can I get a grant you attend?

Yes. Grants of up to £1,000 are available through the Train to Gain Leadership and Management programme. Please contact us for details on how to apply for funding.

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The ideal participants of The Institute of Dental Business

Institute of Dental Business is ideal for Dental practice principals and their managers if they have financial challenges, a feeling of lack of time and overwhelm or even just lack energy motivation or enthusiasm. Some clients join the programme because they want to inspire and educate their team and are unsure how to, others just want to learn more about the business of running a dental practice. If you want the confidence, security peace or freedom that can be achieved once your practice is running like a business, this unique programme is for you.

Newly Qualified dentists

We are not taught business management skills at dental school and little is taught to VDP's. You will probably aspire to running your own practice. Joining Institute of Dental Business you will learn all you need to know so that when you do start your own practice it runs like clockwork from day one.

Associates preparing to become a principal or partner.

By now you are a skilled clinician looking for your next challenge in practice. Many principals want a partner because they want financial or emotional help as the practice is failing in some areas. If you join us at The Institute of Dental Business we will cover all business matters so that you can run a successful business avoiding the pitfalls many practice owners make.

Practices reliant on State funded Dentistry – NHS or PRSI

How are you managing your UDA's? If you are in Ireland how are you going to survive without the PRSI? How are you coping with PCT compliance and the key performance indicators in your contract? If you want to remain within the NHS and run your practice in a more efficient way getting the most from your contract, or if you want (or need) to patients have more private work, The Institute of Dental Business will show you how to do it and support you through the changes.

Mixed Practices

Is your practice a mix of NHS and Private? Do you recognise that the work you do privately is more rewarding than on the NHS? Do you resent the level of subsidy your private patients are making to those who are state funded? Whatever your motivation, if you are looking to increase the level of Private treatment you offer, The Institute of Dental Business will show you how to do it successfully.

Private Practices

Are you running a fully private practice and yet things are still not as you had imagined they would be like? Maybe the patients are not buying the treatment they would benefit from, are they putting off their treatment? Are your books so busy that you are experiencing overwhelm? Despite the private fees do you still have financial challenges? Have you seen a reduction in patients and the value of treatment plans bought with the current economic recession? Whatever your experience The Institute of Dental Business can help you improve it.

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Specialist Practice

Do you have a specialist area of dentistry; it could be orthodontics, endodontics, paedodontics, implants, TMJ or any of the other specialist fields? What difference would it make to you and your practice if you were able to increase the number, quality and value of your referrals, so you become a centre of excellence? If building your specialist practice is something you want to do, join The Institute of Dental Business™.

A stagnating practice

Have you been in practice for a while and noticed that you have reached a plateau? You may be noticing that it has become a struggle to maintain the growth of the finances, you may have lost your sense of direction, and alternatively you may just feel tired or uninspired. Working with The Institute of Dental Business we will show you how to simplify your business, streamline it and take it to that next rewarding level.

A practice struggling financially in need of rapid turn-around.

Is your practice in trouble?

Do you worry about paying the bills?

Is your overdraft ever increasing and maxed out like your credit cards?

We have worked very closely with practice on the brink and brought them back to financial independence.

You can't afford not to work with us and find out how to do it, can you?

A practice whose support staff are dysfunctional or in anarchy

Who is boss in your practice? Who decides how things run? Who make the rules? Do you find it easy to discuss changes with the team and make requests of them? Are all your staff support supportive and helpful?

If like many practice your team do not serve you well and are hindering the growth of your practice, The Institute of Dental Business will show you how to and help you recruit, train, motivate and retain a highly skilled team that represents you well and a credit to the business.

A dentist looking sell the practice and get a premium price.

Having sold my own practice and worked with others who have done the same, The Institute of Dental Business can support you in the process of preparation and sale and get the optimal valuation. We will also be able to help you plan what you are going to do after.

Dental therapists, hygienists, nurses and technicians.

If you are on the GDC register you too can now own a dental practice. Join us and learn how to do it exceptionally well.

Whatever stage of your career, The Institute of Dental Business can help you.

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The top 10 areas of focus

Creating a compelling vision

“If we were meeting three years from now, looking back what are some of the most significant and amazing things that have happened to you personally and professionally that confirm that joining The Institute of Dental Business was one of the best decisions you made?”

As you answer this question you will consider all areas of your life, some of which may include, your practice and home life, relationships – significant other, friends and family, Finances- personal, practice, investments and long-term goals, physical environment- home, practice and other possessions, Yourself- health, fitness and personal growth.

Working with The Institute of Dental Business will help you clarify and achieve your vision.

Time Management

Have you ever had that feeling that you don't have enough time to do all your need to, or thought there are things you want to do and you simply don't have the time to do them?

The Institute of Dental Business has simple and easy to implement strategies that will enable you to have the time money and energy to do all you want to do.

Complete financial Control

Do you live outside your means; are your overdrafts and credit cards close to the limits? Have you ever worried about whether you have the funds to cover your expenses, looking forward do you have a plan in place so that your desired lifestyle is adequately funded?

The Institute of Dental Business will support you through becoming debt free and creating sufficient reserves to giving you security and freedom.

Customer Service

“Patients don't remember what you say; patients don't remember what you do. Patients remember how you make them feel”

Research has shown that 68% of patients change their dentist because of perceived indifference from the practice.

Working with The Institute of Dental Business we will show you how to develop a customer service system that builds your practice and your finances.

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Tremendous Team

In a successful dental practice the principal is supported by a tremendous team whose characteristics include, hard-working, cheerful, loyal, committed, reliable, flexible, dependable, self motivated and professional. As you imagine working with a tremendous team like that, how is that different from where you are now?

Working with The Institute of Dental Business™, we will show you how to recruit, train, motivate and retain your ideal team of professionals

Patient buying skills

“People don’t like being sold to, and yet they love buying”

What difference would it make to you and your practice, if patients bought more and more expensive treatment? You spent more time doing the treatment you love to do because the patients were asking for it?

The Institute of Dental Business will show you how to become skilled at helping your patients buy.

Profitable systems

“Almost all quality improvement comes via simplification of design, manufacturing, layout, processes, and procedures.” Tom Peters

Have you ever found yourself solving the same problems over and over again? Do you ever feel that you are re-inventing the wheel?

We have found that when our clients develop and run systems in all areas of their business including, organisation, management, team, marketing, customer service, finances, treatment provision. Their practices become simpler to run and more profitable. We will assist you in all areas of developing your systems.

Marketing

How effective is your marketing strategy at attracting your ideal patient? What is the message that your branding, literature, website and social networking give? Is this the right message?

Working with The Institute of Dental Business we will help you identify your ideal clients, attract more of them in a sustainable low cost way that adds much more to your bottom line.

Leadership

Who makes the decisions in your practice, you or your staff?

Who is controlling the direction of your practice you or your staff?

When you make a request of your staff is it followed through or ignored?

How effective are you at running regular practice meetings?

What can often be true in dental practice that the Principal is unaware of their roles as the practice leader. I often come across principals that rather than delegate responsibility, abdicate it often with disastrous consequences.

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“Leadership can be thought of as a capacity to define oneself to others in a way that clarifies and expands a vision of the future.”

Working with The Institute of Dental Business we will support you in developing your role as an inspirational leader.

Work-Life Balance

Success is measured in more ways than in financial terms.

You may be the wealthiest dentist in the world and yet if you can identify with any of the following, stressed, life is dysfunctional, are chronically ill, over or underweight, abusing alcohol or drugs, sleep poorly, poor relationships with family or friends, seldom exercise or have time to yourself are you truly successful?

With The Institute of Dental Business you can achieve balance in all areas of your life and become truly successful.



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Some reasons why now is the right time to join The Institute of Dental Business.

The dental market place is changing and changing quickly, now is the time to take action.

The public are becoming more discerning.

The media and internet is informing your patients about dentistry and what they should expect. Other practices are using sophisticated web sites to show off their practices and their services, how are you holding you own with the completion now and in the future? To stand out and to be able to attract and retain your patients you must take action now.

The corporates are raising the bar

In the UK the restriction on dental body coporates have been lifted and they are establishing themselves on the high street. With their access to external funding, and significant buying power the playing field is not level, the smaller practices, like yours, are being squeezed, some out of the market altogether. Now is the time to raise your bar so patients choose you over the other practices in your vicinity.

Rules and regulations

Whether it is, HTM 01-05, PCT clinical governance, professional standards from the GDC, the Quality Care Commission, you are being continually bombarded with new sets of guidelines to be compliant with. When do you get the time to set up the systems to implement them in your practice? Working with us will enable you to have the finances, time and the systems to ensure that your practice is as compliant as it needs to be.

PCT's are re-commissioning and de-commissioning services.

Just because you have a PCT contact and are happy with it, does not mean that you will retain that contact. How would you be affected, if like many other practices, your contract were removed? What is your contingency plan in case that happens? What impact does the possibility that you may lose your contact have on the value of your practice and your retirement plans? We will show you ways to plan for the unthinkable and develop successful ways to manage your patients should this be forced upon you.

Changes to PRSI and the medical card

If your practice is in Eire what impact are the changes to the PRSI system having. Some of you I know are very busy completing treatments started prior to 31st December 2009, how are you planning to sustain your patients when this safety net has gone? And what about the proposed changes to the medical card how will this affect your patients and your practice? If you haven't got a plan to protect your income now is the time to develop one. We will show you how you can do this easily.

Continued Professional Development

We will provide aims, objectives, written evaluation forms and certificates for all areas of The Institute of Dental Business™. Full participation could provide up to 119 hours of verifiable CPD and 30 hours non verifiable.

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Opportunities exist that didn't previously

Dentistry is no longer just about curing tooth ache, and repairing broken teeth. Patients are seeking more sophisticated treatment. They may be motivated to buy cosmetic treatment because they have just got divorced and want to find a new partner, they may have been made redundant and want to look their best at an interview; they may even want to win X factor and wow Simon Cowell with their smile. Whatever their reason to seek more extensive and expensive treatment, you need to be able to identify the patients and their motivations so you can provide the treatment for them. We will show you effective and elegant ways to help your patients buy what they want from you. In our experience when you learn how to do this, patients will design and buy more audacious treatment plans than you could dare to expect.

The entrepreneurial myth

Michael Gerber tells us, that the first fatal assumption that dental practice owners make is, assuming because we understand how to do the clinical dentistry in a dental business we automatically know how to run a successful business that provides great dentistry. To run a successful dental practice you need to have three skill sets, skilled clinicians, skilled managers and skilled entrepreneurs. I know you are a skilled clinician but how are your managerial and entrepreneurial skills? We will teach you what you didn't learn at dental school.

The best time to plant a tree was 15 years ago..... The second best time is now.

With a tree the sooner you plant it and start to nurture it, the sooner you can harvest the fruits of your labour. It is the same with your practice the sooner you learn how to run a successful practice the sooner you can reap the rewards.

You can have a successful practice, or you can have a successful practice now. Either way it is just a matter of time, the choice is yours.

You want to make changes, haven't you already made countless changes during your practicing life, so you already know how to shift your thinking to bring into view differently a greater range of choices actually occurring now isn't this an amazing way of looking at us working together?

The early bird catches the worm

Time and time again there are examples in dentistry and other industry sectors that those business owners who acted first, and stepped out of their comfort zones before the laggards became the successful market leaders.



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How we will be delivering The Institute of Dental Business™

Workshops

Five, quarterly workshops, ideally these should be attended by you, your practice manager and all members of your team.

Current locations are Oxford, London, Dublin; we are looking at adding new locations

If you have prior commitments, please attend one of the other venues.

Available to bronze silver and gold programmes.

Tele-classes

We offer 12 tele-seminars a year focusing on specific questions you have. Monthly tele-classes are suitable for all members of the team and are free for them to attend. Available to bronze silver and gold programmes.

Practice Visits

Three full day practice visits, addressing your specific practice and training issues are available to the silver and gold programme.

Coaching calls

Thirty, 45 minute, 1-2-1 tele-coaching calls, usually fortnightly, are available to all gold members. Experience show that the clients who are involved in the personal coaching, develop faster and further than those who don't.

Reading

A reading list will be provided with two books a quarter that will support you and assist you in the subjects that have been discussed at the workshop.

Reflection and planning

As the year progresses we will be asking you to notice what is going really well so you can do more of it and notice what is not working so you can do less of it. We will be asking you to complete weekly reflection and achievement logs to track your progress.

Partner Planning days

The day after the workshops you can bring your life or business partner to an additional Partner Planning day. These days will be used to get clarity on the implementation of the strategies discussed over the previous day. Many of our clients have found this an invaluable adjunct to the workshops.

E- mail

We are here to support you so do please contact us and ask for my support, opinion or advice.

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When we will be working together

Workshops

Workshops will be held in June, September, December 2010, March and June 2011

Oxford 1st Friday of the month

London 2nd Friday of the Month

Dublin 3rd Friday of the Month

Tele-classes

Tele-classes will be held on the first Thursday of the month at 19:00.

Practice Visits

Practice visits will be organised at a time to suit you they will be offered as two consecutive days and a single day six months later. We ask that you book these in as soon as possible as Jane's diary gets very full.

Coaching calls

Coaching calls are arranged at a time that suits you. Calls can be arranged between 6.00 am and 8.00 pm on certain days. We ask that you book all your calls in advance.

Partner Planning days

Partner planning days occur the day after the workshop

Oxford 1st Saturday of the month

London 2nd Saturday of the Month

Dublin 3rd Saturday of the Month

E- mail

E mail contact is available when you need it and we will usually respond to your e mail with 48 hours.

Emergency calls

We appreciate that crises do happen and that there will be times that you want to talk to Jane outside scheduled times these can be arranged. We ask that you use this with the same respect that you would expect from a patient that you give your home number to.



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The Institute of Dental Business venues

Currently The Institute of Dental Business will be holding workshops;

London

Oxford

Dublin

Precise locations will be confirmed prior to the events

We are looking at extending other locations so please let us know which additional area would suit you

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Investments

	Bronze	Silver	Gold
Monthly E mail	✓	✓	✓
Downloads from website	✓	✓	✓
Members area on website	✓	✓	✓
15 X monthly conference calls	✓	✓	✓
Monthly E mail for goal setting	✓	✓	✓
5 full day workshops	✓	✓	✓
3 x practice visits	✗	✓	✓
30 X 1 hour 1-2-1 tele-coaching calls	✗	✗	✓
Discount on further training with Healthy and Wealthy.	✓ 5%	✓ 10%	✓ 15%



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Optional extras

Additional team members at workshops	✓ £92.15 pp	✓ £87.30 pp	✓ £82.45pp
Overnight stay and 2nd day with partners	✓ £472.15 per couple excl hotel expenses	✓ £447.30 per couple excl hotel expenses	✓ £422.45 per couple excl hotel expenses
Normal package price	£4,485	£9,885	£18,885
Saving	More than £1530	More than £2430	More than £3930
Monthly investment	Only 197	Only 497	Only 997

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Fees are paid by standing order on the 1st of each month

An initial non returnable deposit of £197 secures your place (This will be deducted from your initial standing order)

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Our Promises to you:

We will follow the International Coach Federation code of ethics

We will keep all the content of our sessions confidential in so-far as the law allows.

We will listen to your needs and wants and prepare coaching proposal with options that are individually tailored to suit your personal requests.

We will always seek to discover, clarify, and align with what, you, want to achieve and tailor our approach to you.

We will support you in defining and reaching your goals, to be living the life you want to live.

We will encourage you in your own self-discovery

We will support you in reaching you goals by challenging you with powerful questions.

We will elicit client-generated solutions and strategies

We will request that you take action.

We will hold you responsible and accountable for the actions you commit to.

We will change a coaching approach or strategy as you request.

We will aid you in learning about your own motivation.

We will hold the value of a coaching proposal valid for 30 days, after which they are subject to review and revision.

We will participation in regular professional development training

We will be clear about our fees and how they should be paid.

We will give you a full refund, if the position of your practice has not improved, after you have completed the full programme and have implemented all the ideas and strategies we suggest.



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What we ask in return:

That you co-design an effective coaching alliance, letting us know what works for you.

That you make requests and co-designing strategies that support you. Refining and changing the strategy if you chose to improve your learning.

That you remain coachable throughout the entire course.

That you understand that coaching is not a quick fix but about taking incremental steps consistently.

That you remain open minded and willing to accept new ideas and choose different ways of doing things.

That you schedule, your practice visits, coaching sessions with Jane at the earliest possibility.

That you do not to pay a cancellation charge if appointments are rescheduled with the minimum of two full business days notice.

That you pay all your fees even if you chose not to attend all workshops, seminars, practice visits or coaching sessions.

That you shorten sessions if you do not attend on time

That you provide us with constructive criticism, so we can improve our service to you.

That you refer to us at least three other potential clients who you think would benefit from working with us as soon as you are happy with the results of coaching,

That you, write testimonial letters, informing us how and why we have helped you, which we may share with other potential clients, whenever you benefit in any way from the service we provide.

That you pay all fees as requested. If any fees remain unpaid accounts may incur additional charges that are associated with the cost of a third party collection agency.

At the end of 15 months you chose to either

- ✓ Finish the programme and remain in contact with us electronically.
- ✓ Finish the programme and continue to join us for periodic workshops, practice visits and tele-conferences
- ✓ Join up for a second year because you gained so much from the process and see how much more you can do.



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Some of the many reasons why we are ideally suited to work with you.

Unique skill set

Dr Jane Ilean is the first and only UK dentist to have been awarded a prestigious 'Professional Certified Coach' status by the international Coach Federation. This combined with all Jane's experience of running her own dental practice, you can be assured that you will receive top class coaching from someone who has personal experience of the highs and lows of dental practice ownership and management.

Dental business training from a dentist

Running a dental practice has its own unique challenges. Jane has been working in practice since 1990. Since that time she has experience of working, in practices ranging from fully NHS, to predominately private and has experience of working with several membership plan providers.

Jane will share with you her highs and lows so you can replicate her successes without having to experience the tribulations.

Flexibility

The Institute of Dental Business has been designed with you in mind. You may just want to attend the workshops with your team to ensure that you are all on the same path, or you may want the support of the workshops, practice visits and coaching. Whatever level of assistance you want we have a programme for you.

Resources

Over her years in practice and working with clients, Jane has built up a bank of resources that you can share and implement in your practice, giving you access to things that have been proven to work saving you time and money.

Access to other experts

As your business grows you will want to involve the services of experts in many other fields such as, graphic design, marketing, web development, SEO, social media, financial planning, accounting, book-keeping, payment plans, and interior design. Over the years we have developed relationships with experts in their fields so you can be confident that they will get the job done to a high standard first time, saving you time, money and effort.

Independence

If we introduce you to other professional advisers we do so with the two provisos

We will never seek an introductory or commission fee,

Should you engage their services you negotiate directly with them in all regards of terms, conditions and fees.

You can rely on our impartiality and independence.



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Testimonials

Some examples of what other people have said about working with us.

More testimonials can be found at www.healthyandwealthy.co.uk

"Extremely informative and motivating course." JK Dentist Slough

"Great Introduction to making changes to the everyday running of the practice which allows future planning to be better and more focused." MS dental Practice manager Berkshire

"Highly recommended with a well presented presenter." RC Dentist St Albans

"It is invaluable if you want to succeed in Business." SA Independent Financial Planner Berkshire

"Jane and her coaching and training are amazing. Thank you for kick starting the team."

AS Dental Practice manager London

"It will help to see dentistry in a new light." JS Dentist Appleby

"If you're in private dentistry and failing then go along because you can't afford not to"

AV dentist Milton Keynes

"Is essential for any practice who feels they have reached their limit which should be all – otherwise we stagnate" CG Dental Practice Manager Buckinghamshire

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“I went to see Jane to move my business forward and came away having moved myself forward. She quickly got to the root of the problem, and provided a practical and effective solution then and there. Two steps forward and none back! Thank you so much. “

Top Qualities: Expert, High Integrity, Creative Sue Deakin Oxfordshire

“I have worked with Jane for nearly a year now. Following a recent team meeting reviewing the achievements of 2009, I was struck by how much had been achieved as a direct result of Jane’s input, advice and guidance. By discussing areas for improvement within my business, and focusing on the specifics to achieve them, I committed to clear goals in these areas by agreed dates. When you run your own business, one of the advantages is that you don’t have a boss to answer to; however having an external person who has an interest in helping you be the best you can be, holding you accountable for your actions, actually makes things happen. Jane comes highly recommended.”

Karen Moule

“Jane is an enthusiast, an experienced business owner and the creator of some excellent brand standards. She is a natural "go to" individual for both personal and business coaching.” Chris Barrow



together making your good practices great

How to now book your place.

Complete the attached booking form and standing order form

E mail to jane@healthyandwealthy.co.uk or

Send to Healthy and Wealthy 2 Hall Cottages Grendon Underwood Aylesbury Buckinghamshire HP18 0SZ

Deposit

Send us your deposit of £197 (this will be deducted from your first month's standing order)

We accept cheques made payable to Healthy and wealthy

Credit and debit card payment can be made over the phone call us on 01296 770462

BACS payments may be made please contact us for the account details.

Is there any reason why we can't get started?

If you do have any further questions or queries we will be happy to answer them and help you decide to work with us.

We can be contacted by

Phone 01296 770462

E mail jane@healthyandwealthy.co.uk

Looking forward to working with you soon

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Dr Jane Lelean BDS(U.Lond) MNLP PCC

International Business, Executive and Health Coach and Trainer

together making your good practices great

Accredited by the International Coach Federation

Approved by the Institute of Healthcare Managers

Member of the Association of Coaching

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2 Hall Cottages, Grendon Underwood, Aylesbury Bucks, HP18 0SZ
E:info@healthyandwealthy.co.uk Web: www.healthyandwealthy.co.uk
T: 01296 770462 M: 07989757884

Registered in England and Wales: **Healthy and Wealthy Ltd** Company No: 6269885 (Companies House, Cardiff, 5th June 2007)
Registered Office: Unit 9D/Upper Wingbury Courtyard Business Centre Leighton Road Aylesbury HP22 4LW



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Payment Options Client Copy

Payment may be made by credit or debit card, cheque or direct bank payment as agreed, the following payment terms apply.

I have read and understood the coaching agreement. I have chosen the indicated coaching package.

- Bronze
- Silver
- Gold

Location

- Oxford
- London
- Dublin

My method of payment will be as indicated.

- Payment in full on scheduling your package – additional savings available**
(Available for bronze, silver and gold packages)
Discounts are available for payment in full in advance dependant on the programme chosen

• 5% discount	Bronze	saving	£147.75	Investment	£2807.25
• 10% discount	Silver	saving	£745.50	Investment	£6709.50
• 15% discount	Gold	saving	£2,243.25	Investment	£12,711.75

- Monthly Standing order** (Available for silver, gold and bespoke packages)

Bronze	Fifteen monthly payments of £197
Silver	Fifteen monthly payments of £497
Gold	Fifteen monthly payments of £997

Payment may be made by cash, cheque, credit and debit card or direct bank payment as agreed, the following payment terms apply.

Signature

Name

Date

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- | | | | | | |
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Standing Order Authority

To:

Address:

Sort code:

Name of account to be debited:

Account number:

Please pay:

Nat West Bank Sort Code 60 01 31

Account Number 50644823

For the credit of:

The Sum of: £

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Amount (in words):

Commencing on:

Payable 1st of each month thereafter

Quoting Reference: (Client Name)

Payments are to continue thereafter every month until further notice in writing.

Please cancel any previous standing order in favour of the beneficiary named under this reference.

Signature

Name

Date

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