



A member of the
Lloyds Bank Group

LLOYDS BANK INTERNATIONAL LIMITED

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S.W.I.F.T.: LINT GB 2L

Mr. A. D. Dirkzwager,
Manager,
Rotterdam.

London

5th May, 1982.

Your Ref.

Our Ref.

DCVDB/SMS

Dear Mr. Dirkzwager,

ADVANCED BANKING COURSE

6TH JUNE - 2ND JULY, 1982.

I am pleased to confirm that you have been selected to participate in the above course to be held at the Manchester Business School. The course is residential as from Sunday night, 6th June. Would you please arrange to be at the Business School by 6.00p.m. at the latest as there will be an introductory session that evening. If you wish to spend ~~either~~ ^{any} of the ~~two~~ ^{three} weekends in Manchester, the Business School can provide board and accommodation facilities. While on the course you will receive an allowance of £45 (£3 per day) to cover out of pocket expenses, plus £113.00 travel expenses (the equivalent of one first class normal return plus two first class weekend returns). U.K. participants should submit a claim form for these expenses. We have also made arrangements with the nearest branch of Lloyds Bank Limited, which is sited at 119 Oxford Road, for you to cash cheques.

You will shortly be receiving pre-course reading material and further information about the course from the LBI Training Centre.

A course evaluation form is enclosed on which the course objectives have been stated under Section A. From the information that you have about the course I would like you to think about your own personal objectives, which should be discussed with your boss, and noted down on the form under Section B. This has proved to be a worthwhile exercise in helping the participant to get more out of the course, and also of making the post-course evaluation more valuable and realistic. On arrival at the Business School you will be given a detailed programme and a list of session objectives.

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