



OWN MY
LIFE

Police Handbook

Version 1 – June 2026

Table of Contents

1. Introduction	4
Own My Life	4
Our Vision.....	4
Our Mission	4
Purpose of this Handbook	4
2. Why deliver Own My Life within a police setting?	5
Harm within the police	5
Barriers to disclosure.....	5
Barriers to accessing help	5
The benefits of offering Own My Life for female police officers, staff and volunteers	6
Feedback from Own My Life participants	7
3. Preparing to deliver Own My Life within your force	8
Senior level endorsement.....	8
Identifying existing Own My Life facilitators	8
Selecting and training facilitators	8
Expectations of Sisterhood.....	9
4. Delivering Own My Life within your force	10
Who can attend an Own My Life course?.....	10
Promoting the course.....	10
Managing disclosures	11
Police rank & hierarchy.....	11
Time commitment.....	11
Attending online	11
Letter of support	12
Reciprocal attendance.....	12
Confidentiality	13
5. Next Steps	14
Pack Review.....	14
6. Frequently Asked Questions.....	15
For participants.....	15
For facilitators.....	16

General	17
7. Appendix / Linked documents	19
1. Staff Briefing / Memo	19
2. Attending online from home	20
3. Template letter of support.....	21

1. Introduction

Own My Life

Own My Life is a 12-week course for women who have been subjected to domestic abuse at any stage in their life.

It combines decades of research about abuse and trauma with a high tech, innovative and transformational methodology.

Own My Life facilitator training equips practitioners to give women the skills to understand abuse, make sense of their lives and move forward with hope and positivity.

Since 2019, over 21,000 women have attended an Own My Life course, with 1,413 practitioners from 331 organisations trained to deliver Own My Life.

In 2024, the first workplace Own My Life course was delivered to female officers in the Metropolitan Police. In this respect, the police have been pioneers. Our hope is that Own My Life will be widely available in many different workplaces in the future.

Our Vision

A world where women and girls are liberated from male violence and control.

Our Mission

We will equip, train and educate women and girls so that they can take back ownership of their lives. We will also work in wider society, to prevent abuse.

Purpose of this Handbook

This handbook is designed to enable police forces to understand what Own My Life is, why Own My Life can benefit women in their force and how to establish Own My Life as a provision for police personnel.

2. Why deliver Own My Life within a police setting?

Harm within the police

Domestic abuse is perpetrated towards those from all parts of society. It is estimated that 1 in 4 women will be a victim of domestic abuse at some point in her lifetime. Given the prevalence of abuse perpetrated by men towards women, and that this is the focus of Own My Life's work, this handbook will refer to those subjected to abuse as female, and those perpetrating abuse as male.

Working for the police does not reduce a woman's likelihood of being subjected to abuse by partner, and their working context can create additional barriers when it comes to speaking up and getting help.

Barriers to disclosure

For many people working within the police, it is more than a job. The strong occupational culture, long hours and shift patterns, combined with the demands, pressures (and rewards) of the role, can lead to officers and policing staff finding their partner amongst those they work with.

This can create added complexity when abuse is perpetrated, as the abuser may also be employed by the police.

In such cases, if an officer or staff member reports abuse by her partner (or former partner), it is likely to trigger a misconduct process for him. This can place the woman subjected to abuse in a difficult position. She will worry about the financial consequences if their partner loses their job, as well as the potential for social repercussions, such as being judged by her partner's friends or colleagues as having "let the side down" for speaking out.

Policing remains a male dominated profession, with reviews of policing consistently raising issues of institutional sexism. This wider culture creates particular challenges for female personnel, who are under pressure to conform to male norms. Although reluctance to recognise a partner is abusive is a core feature of being abused, the reality of institutional sexism can severely compound this, with the female officer subjected to abuse being more at risk of being labelled "unfit" to be a police officer than the male officer who has perpetrated that abuse.

Barriers to accessing help

Many local domestic abuse services offer group support programmes (Own My Life is offered by many of these across the UK). These groups complement one-to-one support and are invaluable in enabling women to connect with other women as peers, and to learn more about

abuse in a supportive environment. An abuser will seek to isolate his partner from anything that gives her strength, and Own My Life groups counter his isolation tactics, alongside enabling women to make sense of their lives, which demolishes the psychological power he has over her, by enabling positive sensemaking and building literacy about abuse and trauma.

It can be difficult for police personnel to access any domestic abuse support from external agencies, officers and others can feel that women in the community “deserve” this support more than them and the workplace can feel a safer environment to receive support, with less hostility towards the police as a profession.

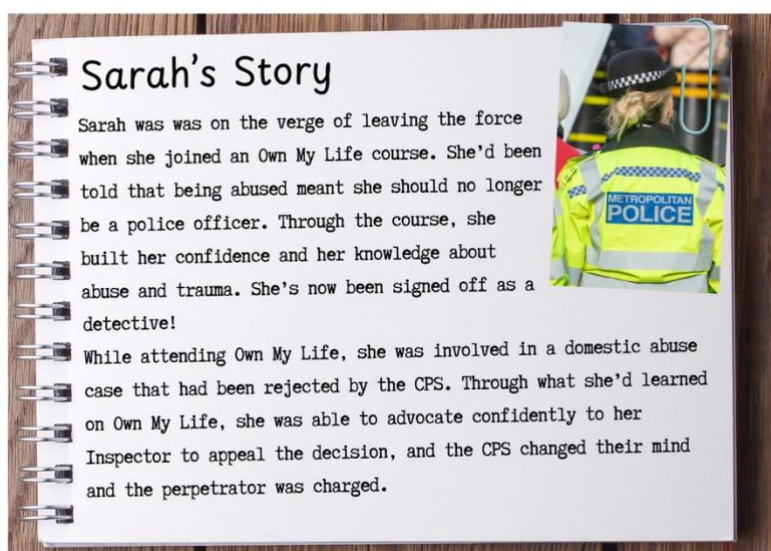
In a community group setting, police personnel may feel the need to withhold information about their job, as they will be aware that others in the group may have had negative experiences with the police, or received a poor service.

This can prevent a woman from being able to open up about who she is, and in turn hinder her ability to form relations and connection with others in the group.

Alongside this, a woman may feel unable to share that her partner is a police officer, as she may be worried about either undermining other women in the group’s confidence in the police, or that this information may not remain confidential within the group.

There are also some practical challenges about attending community-based support, such as shift patterns (getting the time off work / not being in uniform) or being recognised by others in the group.

The benefits of offering Own My Life for female police officers, staff and volunteers



There are many good reasons to support police staff affected by domestic abuse. First and foremost, it enables women on their recovery journey.

Own My Life will enable women in policing to become more confident and better equipped to respond to situations within their work life that involve domestic abuse (victims and

perpetrators). The tangible benefits of Own My Life from an employer’s perspective include:

- ✓ Reduced sickness levels due to improved mental wellbeing.
- ✓ Increased staff retention, as women feel supported both personally and professionally.
- ✓ Increased staff engagement, as their employee support needs are tangibly met.

These are transformational benefits, achieved in what is a relatively short period of time, just 12 weeks. In our experience, by the end of an Own My Life course, women want to share their newly acquired knowledge, and advocate for female friends, colleagues and family members.

Feedback from Own My Life participants



“ I have to say a huge thank you to [the facilitators]. There wasn't anything you weren't willing to do to make me feel safe attending the course. You were patient and understanding as I know I was super paranoid, scared and embarrassed. The group of ladies attending the course made me feel that I shouldn't feel as ashamed that I ended up in the situation I did and that there were others within the police, and I wasn't alone... I am beginning to learn that I don't need to hide and cover up the things that were done.”

“ The facilitators made the environment safe and welcoming. By the 2nd session I felt at ease and able to speak freely. It is the first time I have been able to begin to feel some freedom in talking about my experiences within a work environment without fear of reprisal, judgement or ridicule. I am beginning to feel the shackles in regard to the [police] workplace, and my experience loosen and whilst still scary it is also liberating.”



3. Preparing to deliver Own My Life within your force

Senior level endorsement

We recommend that you secure the endorsement of your Deputy Chief Constable or higher.

This senior level backing will help enable any flexibility that you may require around shifts / participant attendance, alongside providing support more broadly with this initiative.

You will also benefit from having someone who is willing to be a named point of contact within the force whilst facilitators are being recruited and trained.

Identifying existing Own My Life facilitators

We have been training Own My Life facilitators since 2019, therefore there may be staff within your force who are already trained to deliver Own My Life. It may be worthwhile to identify anyone who is trained to deliver Own My Life in your force *before* seeking to train up new staff members.

You may choose to solely recruit these facilitators from police personnel, or you may also choose to identify staff from local partner organisation who may be well suited to running Own My Life courses with you. This may include staff in your local domestic abuse service, sexual violence service or counselling service. Again, it would be worth identifying whether any of your local services already deliver Own My Life and whether they may be willing to partner with you in becoming an Own My Life force.



Please click [HERE](#) to identify where your nearest Own My Life courses are run.

Selecting and training facilitators

Own My Life is delivered by women, for women. To deliver Own My Life, you will need to select women to undertake Own My Life Facilitator training, after which they will then be able to deliver the course. We would generally advise having at least two women trained as facilitators (this allows cover if one is off sick or has annual leave).

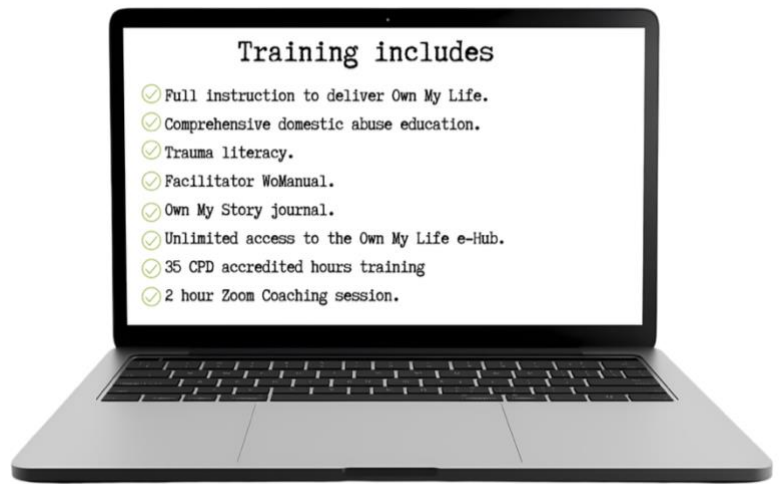
Facilitator runs online (via Zoom) over one week from 9.30am - 4.30pm each day.



Please click [HERE](#) for facilitator training dates. These are delivered monthly. Payment for these can be done via invoice, and facilities are available to provide a PO number for this. We recommend asking the women who will be attending the training to book themselves on to ensure all the information needed can be easily provided.

Once trained, facilitators can deliver the course to cohorts of women at a frequency that meets the needs of your organisation. You can decide what is appropriate for your force.

Own My Life training is more than learning the course content. It is a learning experience that is highly interactive, deeply informative and fun.



It can be challenging too. Facilitators will be encouraged to think about the different ways that women may have been affected by sexism and misogyny.

Whilst prior experience of delivering groups is not a pre-requisite, there is an expectation that facilitators will deliver the course upon completion of training, so understanding of groups and their dynamics is important.

As part of the Own My Life delivery agreement, clinical supervision must be available for facilitators.

Please note: Those attending facilitator training should be experienced in responding to domestic and sexual violence. General wellbeing support staff are unlikely to have the relevant skills or knowledge to deliver Own My Life.

Expectations of Sisterhood

We have developed a set of **Expectations of Sisterhood** that help organisations to deliver the Own My Life course in accordance with our core values and principles.

They set out requirements for the person doing the facilitator training, and the organisation that they work for. They cover expectations before, during and after the facilitator training.

The **Expectations of Sisterhood** refer to training that is more likely to be delivered in person, rather than online. They should therefore be read alongside this Police Handbook to help ensure that the facilitator and participants have the best possible experience within a police setting.



Please click [HERE](#) for link to the full Expectations of Sisterhood.

4. Delivering Own My Life within your force

Who can attend an Own My Life course?

Context A: Staff Wellbeing

In some forces Own My Life is delivered solely for police personnel. This would make the course available to any police personnel who could benefit from attending. In this context, Own My Life would benefit female police personnel who...

- ...have already sought help from their workplace regarding their abusive partner or ex.
- ...know there is an issue with their partner but have not yet spoken to their workplace about this.
- ...have recently separated from their abusive partner.
- ...were subjected to abuse by a former partner (at any point in their life) and still need help to recover.
- ...are still with their abusive partner (additional support may need to be in place to safeguard women in this situation).
- ...have an abusive partner or ex who is or was police personnel.
- ...have an abusive partner or ex has never been police personnel.

Context B: Police Perpetrated Abuse

In other forces, Own My Life is available for all women who are or have been abused by a police officer or other police personnel. In this context, Own My Life would benefit any woman who...

- ...has reported abuse perpetrated by someone working for the police in any capacity.
- ...has not reported the abuse perpetrated, but has come to your attention by some other means.
- ...is still in a relationship with the person who abused them.
- ...has ended the relationship with the person who abused them.
- ...was abused recently by this person.
- ...was abused at any time in their life by someone who is or was police personnel.

Promoting the course

We recommend that Occupational Health are made aware of Own My Life as a resource that women can access.

We encourage you to think about the ways that Own My Life can be shared internally, for example the MPS use *Met Net SharePoint* and *Viva Engage*.



Please click [HERE](#) for link to a **staff briefing / memo** that we have developed for use. This can be adapted and shared within the force.

Managing disclosures

Participants are requested not to name the perpetrator of their abuse (regardless of whether he or she is also police personnel, in any capacity).

However, we have found that a number of women, typically at around Session 6 or 7, choose to report the abuse.

Provision will therefore need to be in place to manage this. It is important that course facilitators are familiar with procedures in place for responding to disclosures regarding the conduct of an officer or member of the police staff.

Police rank & hierarchy

During the course, we use one another's first names. We do not use titles. This is because we are focused on our shared experiences as women, and do not want anyone to feel that because of someone's seniority or rank, they are more or less important than others in the group.

We all respect one another equally as women.

Time commitment

Own My Life is delivered online for two hours a week over 12 weeks, at the same day and time.

Given the significant impact that attendance on Own My Life is likely to have on participants' personal and working lives, we strongly recommend that women are enabled to attend the course during their working hours, either joining online from within a private office space or from home if more appropriate (and depending on whether this is safe).

Please note that each participant will need her Own My Story journal for every session. This is an A4-sized book that she may need support to secure safely if it is not safe for her to take the book home (e.g. if she is still living with the person abusing her).

We recommend that participants allow themselves half an hour at the end of each session to manage the transition back into 'work mode'.

In order to benefit fully, participants must attend all sessions.

Attending online

In the community, Own My Life is delivered as a group, some courses are online and some are attended in person.

Within a police setting, however the course is usually delivered online, via Zoom.

This is more convenient for women to attend and means that women do not need to take as much time out of work. It also enables women from different force areas to attend. If a force decides to run Own My Life in person, they will need to consider how to ensure the course meets these needs for women in their context.

There are some additional considerations for women to be able to safely attend online.

These are:

- Access to a computer / device that supports Zoom
- A space that is private and confidential
- Freedom from interruptions – this includes children or other caring responsibilities

If a woman is still in a relationship with an abusive partner, it would not be appropriate for her to attend from her home.

If a woman has requested to attend any of the sessions online from home, we will ask her to be able to answer **YES** to a series of questions to ensure it is safe.



Please click [HERE](#) for link to the questions asked to assess suitability for attending online from home.

Letter of support

It may be beneficial to send a letter to a prospective attendee's line manager to tell them about Own My Life. Please note, this should only be sent with consent of the woman seeking to join your Own My Life course.



Please click [HERE](#) for link to a letter that can be adapted to individual circumstances.

Reciprocal attendance

In some cases, it may be appropriate for a woman to attend an Own My Life course that is being delivered within another force area.

This may be due to any of the following reasons:

- Lack of space on the course being delivered within their own force area.
- A preexisting commitment that prevents attendance on the scheduled day / time.
- Conflict of interest within group.

Conflict of interest could include another woman on the course having the same abuser or being line managed or a line manager for another participant. Please note that it would never be appropriate for women in a current same sex relationship together to attend the same Own My Life course.

Please contact Own My Life for more information about reciprocal attendance.

Confidentiality

Participants

To protect participant confidentiality, we recommend that women book out the course sessions in their calendar as a **work meeting**, without specifying Own My Life.

During the course, women are asked to maintain the confidentiality of the group. This includes not sharing the names of other attendees or any personal details. Outside of sessions, if women work in the same space, they will not mention their shared participation on the course, except by prior agreement within a session.

Partners / perpetrators

All participants are asked not to disclose the name of person who perpetrated abuse against them. They are asked not to share whether the person is an officer and/or their seniority or rank.

Whilst there may be cases of women, as the course progresses, opting to come forward and speak up, we ask that the identity of the perpetrator is not shared with the group. Sometimes a woman's partner may be known to other group members, it may be that in such a situation, this forms a conflict of interest and requires her to access another force's course which has reciprocal attendance.

5. Next Steps

Step 1:	Identify a senior person to sign off on becoming an Own My Life force.
Step 2:	Using the Staff Memo (Appendix 2) identify any staff who are already trained to run Own My Life <i>AND/OR</i> Identify (at least) two women who can train to deliver Own My Life.
Step 3:	These women will attend Own My Life training.
Step 4:	Ensure you have appropriate systems and processes in place to safeguard and support course participants. This will require that your facilitators can deliver Own My Life on Zoom .
Step 5:	Set a date for your first Own My Life course. Ensure this includes consideration of school holidays and your facilitators' annual leave dates and other work responsibilities.
Step 6:	Ensure you have the Own My Life Evaluation Station resources in place to evaluate how women are impacted by Own My Life.
Step 7:	Run your first Own My Life course!
Step 8:	See women's lives transformed.
Step 9:	Repeat Steps 5 – 8!

Pack Review

This Police Pack is a “living document” and as such we are keen to receive feedback on how we can ensure Own My Life most effectively meets the needs of women in policing. Please email info@ownmylifecourse.org with any recommended updates or ideas to improve this document.

Document review date: January 2027

6. Frequently Asked Questions

For participants

1. Will my line manager or colleagues be told I'm attending?

Only with your consent. A letter of support can be provided to line managers where helpful, but attendance does not need to be disclosed beyond what is necessary to facilitate time and space to attend.

2. Who is the course for within the police?

The course is for female police officers, police staff and volunteers who have experienced domestic abuse, regardless of role, rank, or current circumstances.

3. Is my attendance confidential?

Yes. Confidentiality is a core principle. Participants are asked not to share the identities or personal details of other attendees. Calendars should list sessions as a generic work meeting, without referencing Own My Life. Please be aware that any safeguarding concerns emerge during the course may not be held as confidential if there are concerns for yours or someone else's safety or wellbeing.

4. Can I attend if I am still with an abusive partner?

Yes, however it would not be appropriate for you to attend the sessions from home. You would need access to a quiet, confidential space within the workplace.

5. How long is the time commitment for Own My Life?

The course is 12 sessions long, usually delivered weekly. Each session is 2 hours long and we advise you to have an additional 30 minutes to decompress from the session before getting into the rest of your day.

6. Can the course be attended during working hours?

We advise that forces deliver Own My Life during working hours, and for them to allow personnel to take time during work hours to attend. Given your shift patterns and/or annual leave, it may be that some sessions take place out of your personal working hours. You would need to consult with your facilitator about how to navigate this, particularly if you are still living with the abuser and so need to be able to attend the course away from home.

7. Is the course delivered in person or online?

When delivered police forces, we expect courses to be delivered online, but Own My Life can be delivered in person as well.

8. Is it safe to participate from home?

If you are no longer living with the abuser, we would generally say it is safe for you to participate from home. The caveat to this would be if he has installed monitoring devices in your home or tech. This could include hidden cameras, listening devices, phone apps that allow him to listen in to your conversations. Please note, you may want to get a tech health check to safeguard against this.



Refuge Tech Safety have lots of useful resources for managing an abuser's digital control and abuse. Click [HERE](#) for information about this.

For facilitators

1. Do we have flexibility with how we run the Own My Life course, or does it have to be run as stated in the training and materials?

The structure and content of Own My Life sessions have been designed to meet specific outcomes.

While the order of the sessions may be useful, there are some sessions where you (and participants) may prefer to change the order of the content, for instance by covering the more intense or difficult elements of the session at the beginning.

2. What support do personnel need in place to attend a course?

There are some practical measures needed, such as access to a laptop and a quiet, confidential space during the online sessions.

Some sessions can be emotionally challenging. You should provide contact details for support. Course materials include basic grounding techniques that participants are encouraged to practice during and after sessions.

3. Can women participate if there are live criminal investigations ongoing?

Yes, she can. In line with our confidentiality procedures, you may ask her to refrain from sharing the details of this within the group.

4. If the abuser is police personnel, are there any additional processes we need to follow?

It is important that you are fully aware of the standard procedures used within your force for handling disclosures, and that potential risks to the woman are **not** increased because of her either attending the course or disclosing abuse.

It is important that the situation is handled sensitively and takes into account confidentiality.

5. Does the woman need an Independent Domestic Violence Advisor (IDVA) alongside attending Own My Life?

No. It may be useful for you to know if a woman does have an IDVA supporting her, but it is not a requirement to attend Own My Life.



Please note, Everyone's Business is a project run by Hestia and can provide police forces with an IDVA and or ISVA for employees. Click [HERE](#) for further information.

General

1. We are a small force, and we are not sure if there will be sufficient demand. Can we justify offering the course?

Yes! In our experience, women will come forward once the course is made available and advertised internally. Many services in the community have waiting lists. You may find that making Own My Life part of your Police Perpetrated Abuse resources may enabled you to identify more course participants, at least initially, than by only offering courses to police personnel. Own My Life can also be offered on a one-to-one basis, at least initially. It is also helpful to have the knowledge that Own My Life brings within your service and evidences your commitment of support to women in your force.

2. What are the costs associated with Own My Life delivery?

The cost of Own My Life facilitator training is £600 per participant. ***There are currently a limited number of bursary places available for police personnel facilitators.***

Each course participant requires an Own My Story Journal. These cost £12 each and can be bought in packs of 10 or 15. You will also need to consider any costs for posting journals to course participants if, for instance, they work remotely.

3. Is Own My Life open to men?

Own My Life is a course designed for women and explores women's lives within the context of a patriarchal society; encouraging women to reflect upon how their experiences have been shaped by being female.

No men are allowed to attend the course, and this includes male workers, students and volunteers.

4. Is Own My Life open to trans and non-binary people?

Own My Life uses the Equality Act 2010 single sex exemption and is a course designed for women. We recognise that for some women, their gender identity does not align with their biological sex, and they may describe themselves as trans or non-binary, and that trans

people's experiences of abuse will often involve their trans status being used as a way to harm them.

The Equality Act 2010, does not allow single sex groups to include anyone of the opposite sex, regardless of how that person identifies. As such, it would be unlawful for trans women or non-binary people who are biologically male to access Own My Life courses.

It is unlikely that trans men would wish to join an Own My Life course, due to our focus on women, but the Equality Act 2010 does indicate that if a trans man presents in a way that would lead other participants to believe a man is in the group, it is lawful for them to be excluded even though they are biologically female.

Non-binary people who are biologically female are lawfully welcome to join Own My Life courses; however the course content and delivery is positive and celebratory about women, and some non-binary people may find this difficult or distressing.

Please note that you could choose to offer Own My Life to trans and non-binary people on a one-to-one basis.

5. Is Own My Life suitable for women who have been abused by a female partner?

Our materials are generally focussed on women who have been subjected to abuse by men; however, we do have some materials which are focussed on the ways lesbian or bisexual women may have been abused by a female partner. We would advise having a proactive conversation with women abused by a female partner prior to them starting the course to identify how to best support them, given the course's focus on male perpetrators.

6. Does attending the course trigger misconduct or safeguarding processes?

No. Attending Own My Life does **not automatically trigger** any misconduct or safeguarding process. However, should a participant choose to formally disclose abuse (particularly involving police personnel), existing force procedures will apply.

7. How is the course evaluated?

We require all facilitators to evaluate each course by asking course participants to give feedback.

During 2024/25, we collected feedback from 236 women from 2024/25 who have completed the Own My Life course.

96% of participants said that they would definitely recommend the Own My Life course to other women and 68% said that attending an Own My Life course had definitely changed their life.

We are in conversations with various researchers about undertaking a formal evaluation of Own My Life within a police setting. Please contact us (info@ownmylifecourse.org) if you have contacts who would want to be involved in a project like this.

7. Appendix / Linked documents

1. Staff Briefing / Memo

Please adapt the following staff briefing and circulate internally.

OWN MY LIFE – COMING SOON TO POLICE STAFF / OFFICERS AND VOLUNTEERS

[insert force name] is preparing to deliver Own My Life within the workplace.

Own My Life is a 12-week course for women who have been subjected to domestic abuse at any stage in their life.

It combines decades of research about abuse and trauma with a high tech, innovative and transformational methodology.

In 2024, the first workplace Own My Life course was delivered to female officers in the Metropolitan Police, achieving some fantastic outcomes, both personally and professionally.

A number of other forces are looking to include this as part of their workplace support to women affected by domestic abuse, and we are one of them.

We are looking for two candidates to undertake facilitator training. The training runs over one week from 9.30am - 4.30pm each day and is attended online via zoom.

We are also keen to learn whether any of our existing personnel are already trained to deliver Own My Life.

More information about the training can be found [HERE](#)

There is an expectation that anyone who completes the training is able and willing to deliver the Own My Life course.

If you would like to undertake this training, please speak to [insert named point of contact].

2. Attending online from home

These questions will be worked through with the course facilitator to determine if attending the course from home is appropriate.

1. Do you feel it is safe (both emotionally and physically) for you to do the course?
2. Are you separated from your abusive partner (including living in a different house)?
3. If you have children, is your session during the school day, or are your children old enough to manage without you while you do the Zoom session?
4. If you have children, and they are too young to manage without you, have you joined a session when your children will be cared for?
5. Can you do the session somewhere other than your bedroom?
6. Can you create a space to sit for the session that will help you to not feel triggered when you've finished the session?
7. Are you willing to practise grounding exercises?
8. Are you willing to do a self-care activity after each session?
9. You will be given a phone number / email address for the facilitator? Will you be willing to contact her if you need support?

3. Template letter of support

Please adapt the following letter of support and as needed.

Dear

You may be aware that one or more members of your team have requested to join an Own My Life course.

Own My Life is a 12-week course that combines decades of research about abuse and trauma with a high tech, innovative and transformational methodology. Our vision is a world where women are liberated from male violence and control.

The course helps women who have been subjected to abuse to regain ownership of their lives.

Each session is around 2 hours per week, delivered online, and in order to benefit fully participants must attend all sessions.

Own My Life is a **[insert name of force]** supported initiative. Not only does access to the course increase support for employees who may be experiencing abuse, it also enables us to embed sustainable positive change in how we support domestic and sexual abuse victims more broadly.

It is being delivered within this force by **[insert facilitator names]**, who are both accredited practitioners.

We have considered the impact on **[insert participants name]** personal and working day and request that they are permitted to attend during work hours. This may be from work or home, depending upon their shift pattern.

How can you help?

Line Managers are critical in empowering colleagues within the workplace. We would be grateful of your support to enable **[insert participant name]** to attend the course.

[You may wish to include here details of any on-going long-term support that may be accessible via occupational health / employee assistance once the course has finished.]

Course Details

Start Date	
End Date	
Day	
Time	

Kindest regards,

Supported by [insert name of senior endorsement]