

# SUGGESTIONS & COMPLAINTS

Whilst we have tried to think of everything to make you comfortable in your visit to The Training Hub, we acknowledge that there may be times when you wish to make a comment about either the centre, the training or the trainer.

Singleton Training Services Ltd is committed to a process of continual improvement and would therefore welcome your suggestions or comments no matter how trivial they may seem.

It is only by taking your comments and acting upon them that we can improve our level of service to the highest level.

Please feel free to speak to any member of staff, all of which have been instructed to take note of your comments and act on them immediately if possible.

If you feel unable to make your comments to the person running your training session, please put your thoughts in writing or email to:

Mr. Nigel Singleton,  
The Training Hub,  
Unit 14, Deacon Road Business Park,  
Lincoln.

[nigel@singleton-associates.org](mailto:nigel@singleton-associates.org)

All comments will be treated as a high priority, and we will notify you of any action we have taken should you wish within a set time frame.