

REGISTRATION FORM

PRE REGISTRATION IS REQUIRED

Enrol online via our website at www.centrelm.com.au or complete this form and fax to 03 9863 7281.

Attendee 1 _____
 Position _____
 Attendee 2 _____
 Position _____
 Attendee 3 _____
 Position _____
 Organisation _____
 Address _____

 State _____ Postcode _____
 Phone _____ Fax _____
 Email _____
 Any special dietary requirements _____

DATE	WORKSHOP/PROGRAM	ATTENDEES	COST
16/7/2010	MANAGING VERY DIFFICULT WORKPLACE BEHAVIOUR		
26/7/2010	MANAGING WORK PRIORITIES		
16&17/8/2010	MANAGEMENT FUNDAMENTALS		
26/8/2010	MINUTE TAKING		
1/9/2010	PROJECT MANAGEMENT		
13/9/2010	HOW TO COACH STAFF		
4/10/2010	FACIL. FOCUS GROUPS & STAKEHOLDER MEETINGS		
15/10/2010	LEADERSHIP INSIDE OUT		
21/10/2010	EMOTIONAL INT. & LEADERSHIP (MAX 16)		
29/11/2010	EA & PA POWER		
LESS DISCOUNT			
TOTAL AMOUNT PAYABLE INCLUDING GST			\$ _____

Payment to: Centre for Leadership and Management

PAYMENT METHOD

Cheque AMEX Please Invoice
 Visa Mastercard Order

CARD NUMBER

Cardholder Name _____

Expiry Date _____ / _____ Signature _____

TAX INVOICE: UPON COURSE REGISTRATION AND PAYMENT THIS FORM IS DEEMED YOUR TAX INVOICE.

If you DO NOT wish to be informed about future CLM updates & programs please tick the corresponding box:

Electronic updates Hardcopy updates

EARLYBIRD DISCOUNTS

Book and pay on credit card 8 weeks in advance to receive 10% off the course cost

Earlybird Discount Conditions:

- Only applies to bookings made 8 weeks prior to the date of each respective course listed in this calendar
- Credit card payments only & card details must be provided at time of booking to receive discount
- Is not subject to further discounting

CANCELLATION POLICY

Please note the following cancellation policy strictly applies:

Cancellation 21 + days - 70% refund (or full credit on another CLM program)

Cancellation 8-21 days - 50% refund (or 70% credit on another CLM program)

Cancellation < 7 days - no refund, no credit

CLM retains the right to reschedule programs

GROUP DISCOUNTS

Groups of 3 or more receive 15% off the course cost

Group Discount Conditions:

- Only applies to bookings made at the same time
- Is not subject to further discounting

ENROLMENTS

Enrol for our sessions by using this registration form, or online via our website www.centrelm.com.au



CENTRE FOR LEADERSHIP AND MANAGEMENT

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