

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
22/2/2010	MANAGING VERY DIFFICULT WORKPLACE BEHAVIOUR		
2/3/2010	PA & EA POWER		
19/3/2010	MINUTE TAKING		
19&20/4/2010	MANAGEMENT FUNDAMENTALS		
7/5/2010	RISK MANAGEMENT		
13/5/2010	BUSINESS WRITING - REPORTS, EMAIL & LETTERS		
17/5/2010	PROJECT MANAGEMENT		
25/5/2010	EMOTIONAL INTELLIGENCE & LEADERSHIP (MAX 16)		
31/5/2010	PRESENTING WITH CONFIDENCE (MAX 12)		
22/6/2010	LEADERSHIP INSIDE OUT		
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

ABN 70 948 875 202

Suite 336, 1 Queens Road
Melbourne VIC 3004

T 03 9863 7280

F 03 9863 7281

E office@centrelm.com.au

www.centrelm.com.au

