



## Booking Registration Form

Please fax to 021 85 23494

Name: .....

Company: .....

Vat number: .....

Postal address: .....

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Telephone no: .....

E-mail address: .....

Training venue: .....

**Please select:** East London, Bloemfontein, Johannesburg, Pretoria, Durban, Nelspruit, Middelburg, Klerksdorp, Polokwane, Kimberley, Upington, Bellville, Worcester, Stellenbosch, George, Port Elizabeth

4 March: Retrenchments & Restructuring	
11 March: Changes in Labour Legislation	
18 March: Stock Control	
1 April: Coping with over-indebted staff	
15 April: The Employment Contract	
13 May: Effective Supervisor	
27 May: Basic Conditions of Employment	
10 June: Time Management	
24 June: Fighting Absenteeism	
8 July: High Performance PA	
22 July: Employment Equity Update	
5 Aug: Dealing with incompetence	
19 Aug: Service Excellence	
29 & 30 Aug 2011: Disciplinary Hearing	
9 Sept: Recruitment: True answers..	
16 Sept: Finance for Non-financial Managers	
30 Sept: Project Management	
14 Oct: Effective Supervisor	
28 Oct: Arbitration:	
11 Nov: Conflict Management	
25 Nov: Stock Control	
6 Dec: Labour Law Overview	

### Terms of Registration:

Upon submission of a booking form, an invoice will be generated and submitted to you via e-mail.

1. The invoice must be settled in full at least 10 days before date of workshop, unless agreed otherwise in writing.
2. Your booking may be cancelled at no cost only if Edureach receives such cancellation in writing at least 10 days before the date of the workshop. If not cancelled in time, you may be held liable for the cost of the workshop.
3. Please remember to use your invoice number as a reference when making payment.
4. Name (s) of attending delegate (s) must be supplied immediately for the preparation of attendance certificates.