REGISTRATION FORM

	COURSE TOPIC	Days	Fees
☐	ISO 9001:2008 Quality Management System (Introductory and Internal Auditor)	2	1980
☐	Becoming Effective Management Representative in Accordance with ISO 9001:2008	2	1980
☐	ISO 9001:2008 QMS Auditor / Lead Auditor Training Course (IRCA Registered)	5	4950
☐	ISO 14001:2004 Environmental Management System (Introductory and Internal Auditor)	2	1980
☐	ISO 14001:2004 EMS Auditor / Lead Auditor Training Course (IRCA Registered)	5	4950
☐	Occupational Health and Safety Course as per OHSAS 18001:2007 Standard	2	1980
☐	OHSAS 18001:2007 Auditor / Lead Auditor Training Course (IRCA Registered)	5	4950
☐	ISO 27001:2005 Information Security Management System (Introductory and Internal Auditor)	2	2950
☐	ISO 2000-1:2005 Information Technology Management System (Introductory and Internal Auditor)	5	2950
☐	Self and Time Management	1	1475
☐	Employee Satisfaction Assessment Workshop	2	1475
☐	Negotiation Skills	1	1950
☐	Communication Skills	2	2950
☐	Training Needs Analysis (TNA) Workshop	1	1475
☐	Advance Presentation Skills – Be a Superior Communicator	2	2550
☐	Emirati Induction Program	1	1350
☐	Front Staff & Receptionist's Excellence Education	1	1350
☐	Brilliant Office Assistant of Today	1	950
☐	Making the EXECUTIVE SECRETARY exceptional	1	1350
☐	On-Site Training for ACL Technology		Neg
☐	Corporate Correspondence	1	1250
☐	Customer Service / Call Center Training	3	3100

On-Site: Organization with 6-15 delegates who need training on topic found in the training calendar can save 10% on training cost provided Venue arrangement are made by the client.

Name:	
Organization:	Job Title:
E-mail:	
Phone:	Fax: Mobile:
Signature:	Date:
Name of the Course:	
Course Date:	
Fees:	AED (** Payment Method: Cheque in the name of Tatweer or Bank transfer)

Note: SEAT RESERVATION WILL ONLY BE CONFIRM UPON RECEIPT OF PAYMENT

TERMS AND CONDITIONS FOR THE SUPPLY OF TRAINING SERVICES

Do not make travel arrangements without receiving a written confirmation from Tatweer. Course dates and locations are subject to change without notice. **Seat Reservations:** It will only be confirmed upon receipt of payment. **Delegate Substitutions:** Substitutions can be made at any time in advance of the course at no charge. Please inform us in writing of any change to the original booking. **Transferring Courses:** Transfer requests must be made in writing and received at least 10 working days before the event or cancellation charges will apply. **Cancellation Bookings:** For cancellations made in writing and received: • Over 30 working days before the event, course fees will be refunded. • 15 to 30 working days prior to the start date, a charge of 50% of the course fee will be payable. • 14 working days or less the full course fees will be charged. **Invoicing:** Invoices are processed once a course is completed