



Training Registration Form

Course	Date
Job Analysis	
Paterson Job Evaluation	
Assertiveness	
Business Ethics Champion	
Emotional Intelligence	
Coaching & Counselling Skills for Managers	

Course	Date
Mentoring – Mentor	
Mentoring – Mentee	
The Glue that Enables Bridges (Interpersonal Skills)	
Unlocking Management-Leadership	
The Power of Persuasion	
E-Colors & Personal Intervention	

Participant Particulars

Name	Job Title	Email	Tel Nr

Company Details

Company Name:	
VAT Number:	
Registration Number:	
Responsible Person:	
Email Address:	
Telephone Number:	
Address:	
Address (cont.):	
Purchase Order Number:	

Please turn over pg 2

Delegate Signed: _____ Date: _____



Training Registration Form

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Pricing Note:

- ◆ Kindly note our fees include all training materials, manuals, facilitator and conference fees.
- ◆ Training fees exclude VAT, taxes, accommodation and travel expenses.
- ◆ Training fees must be paid in advance.
- ◆ Confirmation of payment must be received before you may attend training.

Basic Postponement/Cancellation Fee Schedule:

- ◆ Cancellations will only be accepted in writing.
- ◆ Refunds on cancellations of single programs:
 - ◆ 100% will be refunded for cancellations received one month before the training date.
 - ◆ 50% will be refunded for cancellations received three weeks before the training date.
 - ◆ No refunds will be given for cancellations received less than two weeks before the training date.
 - ◆ No refunds will be given for non-attendance.

Cancellation by MBH Learnership:

- ◆ In order to hold a program, MBHL must have a minimum number of enrolled participants in the program.
- ◆ MBHL reserves the right to postpone or cancel the training should there be insufficient participants on any respective training programs.
- ◆ In this instance, participants may choose an alternate program date option or opt for a refund of the training program costs only.
- ◆ Programs will be confirmed at least two weeks prior to the program date. We recommend you not incur any travel related expenses until the program has been confirmed.

Accommodation, Airport Transfers & Dietary Requirements:

Are you using one of these services:	Yes / No
Receive 10% discount on Accommodation Booking with Venue	
Receive 10% discount on Airport Transfers	
State your Dietary Requirement – Kosher, Halaal, Vegan, Vegetarian	

AGREED TO AND ACCEPTED:

Delegate Signed: _____ Date: _____

Manager Signed: _____ Date: _____