

Short Course Enrolment Form

Paradigm**Infinitem**

Thank you for your interest in attending a Paradigm Infinitem Professional Development Short Course. All courses run for a full day (9:00am to 4:30 pm) and include morning and afternoon tea, lunch and refreshments throughout the day. Costs include all materials, morning and afternoon tea, refreshments and lunch. Bookings of three or more* attract a 10% discount.

*Multiple bookings must be from the same organisation for group rates to apply.

Please indicate the course/s you would like to attend below.

Date	Course	Costs
21 February	Becoming a Strategic Thinker: The Fundamentals of Strategic Management	\$350
22 February	Strategic Leadership for the Public Service	\$350
19 March	Planning for the Future: Developing Sustainable and Resilient Organisations	\$350
20 March	Enhancing Your Leadership Abilities: A Practical Guide	\$350
14 April	Emotional Intelligence: Understanding Yourself and Developing your Capacity to Lead and Follow	\$350
15 April	Leading the Change Management Process	\$350
22 April	Becoming a Strategic Thinker: The Fundamentals of Strategic Management	\$350
23 April	Strategic Leadership for the Public Service	\$350
19 May	Discover Your Work Preference: Team Management System Profiling for Productive and Harmonious Teams	\$480 [†]
20 May	Planning for the Future: Developing Sustainable and Resilient Organisations	\$350
21 May	Enhancing Your Leadership Abilities: A Practical Guide	\$350
2 June	Emotional Intelligence: Understanding Yourself and Developing your Capacity to Lead and Follow	\$350
3 June	Leading the Change Management Process	\$350

[†] includes personalised profile report

Organisation Details:

Name _____ Address _____

☐ Tick box if you are applying for a group rate (3 or more participants from the same organisation.)
(Please fill in a separate form for each individual enrolling. Group rates will be noted and charged accordingly.)

Participant Details:

Title _____

First Name _____

Surname _____

Position _____

Contact Phone Number _____

Mobile Number _____

Email _____

Please specify any special dietary needs or other requirements that the organisers should be aware of:

Terms and Conditions:

Bookings must be finalised and confirmed one week (seven days) before the course. Please return completed enrolment form via email to info@paradigminfinitem.com or via fax to 3121 3030.

Payments can be made by direct deposit or cheque. Upon receiving your booking, we will invoice you.

Cancellations can be made up to one week (seven days) before the commencement of a programme. If there is a cancellation by a participant less than six days before the course is due to commence, an administration fee of \$80 will apply. If a cancellation is made less than 24 hours before the commencement of a course, or an enrolled participant does not attend the course, course fees will be forfeited.

If a situation of extenuating circumstances arises and it becomes necessary for Paradigm Infinitem to cancel a course, participants will be offered a full refund or the opportunity to reschedule to another course at a later date.

If you have any other questions or concerns, or would like to discuss your training needs in greater detail, please don't hesitate to contact Paradigm Infinitem on 3121 3317 or email info@paradigminfinitem.com.

☐ I have read the terms and conditions and agree to abide by these.

Signature _____

Date _____

Paradigm**Infinitem**

07 3121 3317

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www.paradigminfinitem.com