



The Professional Development Institute PDI Inc.

Customer Service: 70, Technology Blvd., Gatineau, Qc J8Z 3H8

1-(800) HARVARD or (819) 772-7777 Fax (819) 772-1114

Online: www.executive.org e-mail: rsvp@executive.org

Seminar Registration

Participant: _____
 Organization: _____
 Division: _____
 Address: _____
 Floor/Room: _____
 City: _____
 Postal/Zip Code: _____

Title: _____
 Business Tel: _____
 Fax: _____

The following are essential for emergency/last minute contacts:

Home or Cell. Phone number _____
 E-mail: _____

Seminar Title:

- Administrative Assistants & Executive Secretaries*
- Advanced Practical Skills for Admin. Assistants & Secretaries**
- Advanced Negotiation, Strategic Thinking, Risk Mgmt and Exemplary Leadership Skills*
- Government Project Mgmt & Continuous Risk-Mgmt Workshop*
- Project Management – Part I: Principles, Tools & Techniques*
- Advanced Project and Risk-Management Skills- Part II using Harvard University Global System Tools*
- Effective Decision-Making & Problem-Solving Workshop*
- New Manager & Team Leader Workshop*
- Advanced Workshop: New Manager & Team Leader**
- Finance & Accounting for Managers and Professionals*
- Professional Skills for Writing with Clarity and Impact*

Date & Location:

Approved By:

Name: _____
 Title: _____
 Division: _____
 Signature _____

Address: _____
 Tel: _____ Fax: _____
 Date: _____

Contact & Billing Information:

Name: _____
 Title: _____
 Division: _____

Address: _____
 Tel: _____ Fax: _____

Fees are payable in advance by cheque or credit card. Fees exclude meals (except luncheon) and hotel accommodation.

CREDIT CARD: Visa MasterCard

Card No. _____ Exp. Date: _____

Cardholder's Name: _____ Signature: _____

SPECIAL NEEDS Dietary Restriction (specify): _____ Please

fax completed Registration Form to: (819) 772-1114

or mail registration forms and payment to The Professional Development Institute

IMPORTANT: Participants registering as a group must send substitutes in lieu of canceling. For other clients, cancellations are accepted if made at least 10 working days prior to the course, and are subject to a \$100 (+ tax) service charge per person. Full fees are payable by anyone who fails to attend. One substitution or transfer to a later course of the same duration will be allowed.

*These workshops are exclusively designed for the alumni of PDI *Administrative Assistants & Executive Secretaries*, and *New Manager & Team Leader Workshop*.