Euro Training Ltd
REGISTRATION & PARTICIPANT INFORMATION FORM

Program: ....

At (City): .... **Dates:** …..

Name: (please check to be sure this is correct for your certificate)	Signature
Your Job Title	Your Department & Section:
Your Company:	Parent Organization:

Your Address:

Email: @

Your FAX No. Company:	Your Tel No:
Own Office:	Home Tel no:
Residence:	Mobile:

YOUR BACKGROUND

My Experience is   .... Years as ....

I am basically involved in ....

RELATED PREVIOUS TRAINING ATTENDED   Duration & Location   Conducted By

1.   …………………………….............................   ....

2.   …………………………….............................   ....   ……………...

3.   …………………………….............................   ....   ………………

YOUR EXPECTATIONS FROM THIS PROGRAM

I would like level of Interaction to be high	☐ High (Emphasize on Discussions)	☐ Medium	☐ Low (Mainly Lectures)

Special topics of interest you would like to be covered in this program:

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How did you come to know about this program?

Optional: Please provide us 5 email addresses of colleagues/managers who may be interested in Professional Development Training Programs

REGISTRATION INFORMATION

1. **To register**: Please send us an official letter confirming registration (on organizational letterhead). And send us a completed registration form –electronically fill-able is at- available at http://www.eurotraining.com/etl-reg.html . You can request a copy by FAX or Email.

2. For Program Fee Information Email: fees@eurotraining.com . Payable by Bank Transfer or Bank Draft. Fee information is available at: http://www.eurotraining.com/fees.html .We do not accept fee payment by Credit Cards.

3. Program Fee is USD $8900 (€5,900) per participant for a 2 week program and includes Course Materials, Certificate, Refreshments and Lunch. (An additional 20% Service Fee is Charged at London and Paris)

4. Accommodation is not included in Program fee. Special rates will be available at venue hotel for the participants.

5. Special discount of 10% is offered for participants who pay their fees at least 45 days before start of the program.

6. Refund will not be considered where the participants cancels his registration less than 3 weeks before start of the program. Alternate nominations will be allowed anytime before program start.

7. All participants are required to fill in Participant Information form - on first day of the program. Each program Undergoes Customarization to Better Meet Participant Present and Future Career Needs. Please be prepared to let the Instructor/s know about your organization's Special Needs, Interests or Initiatives.

8. It is always useful for participants to bring their existing problems or case studies, work-process flow charts or job related problems for discussion - consideration will be at sole discretion of the program director/s.

9. **Provisional Registration** : You can make a provisional registration by sending us an email – an official registration request can be made within 2 weeks. This will ensure we will reserve a seat. IF THE OFFICIAL REGISTRATION REQUEST IS NOT RECEIVED WITHIN 2 WEEKS OR AT LEAST 2 WEEKS BEFORE PROGRAM START THIS PROVISIONAL REGISTRATION IS AUTOMATICALLY CANCELLED – WE DO REQUEST YOU TO INFORM US ASAP YOU HAVE DECIDED EITHER WAY. **All provisional registrations automatically cancel 2 weeks before program start.**

10. All Registrations are provisional till fee received.

11. **Information required for Provisional Registration:** Program Title, Location, Dates, Your Organization Name, Your Email Address, Your FAX No and your Mobile Number. (Please see registration form)

Common Features of All Programs

1. These are multi-discipline training programs. Very unlike what you attend in most Training Institutes. Here in each program we bring together the skills from the many disciplines you need to understand to take effective and efficient decisions.

2. All programs include an understanding of the relevant aspects of
   - Organizational Objectives & Business Goals
   - Department Objectives (or Quality Policy) and its Effective Communication
   - "Quality", Quality Assurance and Minimum Good Practices
   - TQM and Improvement Methodology
   - Best Practices
   - Information Technology Tools
   - Other Methodologies

3. We use Checklists to make life easy and to enable you to apply skills to your work at your job. You get copies of all checklists.

4. We Provide Extensive Reference Materials on Relevant Subjects - Hardcopy and/or on CD.

5. Training is Conducted in small training groups (usually 5 per instructor)
   - everyone gets to participate, and,
   - everyone gets opportunity to get his questions addressed
   - the instructor acts as your personal coach

6. Long Time in your existing discipline? Want to get a different new strategic prospective? Get Recognition in your Work? Then these programs provide the excellent opportunity by
   - Providing you a multi-discipline understanding
   - Introducing you to the Good Practices
   - Helping you Identify, Analyze and Implement Best Practices.

7. These programs are designed as modules - so you can attend most of them in modules of 1 to 8 weeks.

8. After 4 weeks of attendance
   - We test your skills gained and if you qualify you are awarded "Certified Professional in ...." - A proof of your capabilities you can project to get career advancement.
   - Access to one of the Program Directors for one year to act as your coach.

9. Typical reasons for attending Euro Training Programs...
   - If your objective is to improve your practical skills
   - To gain a quick understanding of the Work Processes and How to make a difference.
   - To get Leadership Position in your chosen area of work
   - To Create Internal and External Customer Satisfaction
   - To increase your Job Satisfaction

10. If you are an experienced professional you will be able to benchmark, review and update your skills in a systematic manner and learn about the Good and Best Practices
    - Good Practices: Those that you MUST follow to do an efficient job
    - Best Practices: Benchmarking shows others have benefited from these practices - you too can analyze and see if your organization will benefit too!!