TATWEER
Performance Enhancement Through People & Processes

# 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