



The Professional Development Institute PDI Inc.

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Seminar Registration

Participant: _____ Title: _____
 Organization: _____ Business Tel: _____
 Division: _____ Fax: _____
 Address: _____
 Floor/Room: _____
 City: _____
 Postal/Zip Code: _____

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 Management and Exemplary Leadership Skills*
- Government Project Management & Continuous Risk-Management Workshop*
- Professional Project and Risk-Management Skills 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: _____ Address: _____
 Title: _____
 Division: _____ Tel: _____ Fax: _____
 Signature _____ Date: _____

Contact & Billing Information:

Name: _____ Address: _____
 Title: _____
 Division: _____ 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*.