



## BOOKING FORM FOR SOFT SKILLS TRAINING

### Training Topic: School Disciplinarian Staff Enrichment Programme

#### A. INFORMATION OF DELEGATES

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#### B. INFORMATION FOR INVOICING

<b>Name of Work Place</b>			
<b>Work Tel Number</b>			
<b>Physical Address (not PO Box)</b>			Postal Code
<b>Postal Address</b>			Postal Code
<b>Training to take place at our premises</b>	Y / N	<b>Training to take place at your place of business</b>	Y / N
<b>Total Number of Delegates to attend</b>		<b>Date of Workshop</b>	
<b>Method of Payment</b>		<b>Date of Payment</b>	

We understand that urgent business may arise. No-show delegates or delegates who do not provide notification of cancelling within 48 hrs of the start of training, will still be invoiced and can be re-scheduled at a more convenient time.