

## TRAINING REGISTRATION FORM (Group registration)

### Company Information

Company/Organisation:

Activities:

Contact Name:

Position:

Address:

Tel.:

E-mail:

### Thank you for registering the following Candidates to the below Training Programme(s)

Training Programme	Dates 2018	Fees in GHC		Candidates
		CCIFG Member	Other	Title & Full Name
<u>Managing Data &amp; Spreadsheets (Excel)</u>	May 17 & 18	600	660	
<u>Powerful Presentations (Powerpoint)</u>	May 24 & 25	600	660	
<u>Sales Techniques</u>	May 31 & June 1	800	880	
<u>Human Resources Management</u>	June 7 & 8	800	880	
<u>Leadership Skills</u>	June 14 & 15	800	880	
<u>Creation Professional Electronic Documents</u>	June 21 & 22	600	660	
<u>Administrative Assistantship</u>	June 28 & 29	800	880	
<u>Accounting for Business Professionals</u>	July 5 & 6	800	880	
<u>Time &amp; Priorities Management</u>	July 12	440	480	
<u>Meetings Management</u>	July 13	440	480	
<u>Project Management</u>	July 19 & 20	800	880	

- ❖ Registration form is to be mailed to [training@lucas-college.net](mailto:training@lucas-college.net) and to [info@ccifranceghana.com](mailto:info@ccifranceghana.com)
- ❖ Payment is to be made at the latest 1 week before the training starts
  - ✓ in cash at LUCAS College or by check to the order of LUCAS College
  - ✓ by transfer to LUCAS College at Standard Chartered (SCBLGHACXXX) - A/C 0100105133800

**Authorised Signatory:**

**Date:**

**Signature:**