



**The Professional Development Institute PDI Inc.**

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[www.executive.org](http://www.executive.org) E-Mail: [rspv@executive.org](mailto:rspv@executive.org)

**Seminar Registration**

Participant

Surname : \_\_\_\_\_

First Name: \_\_\_\_\_

Title: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Organization: \_\_\_\_\_

Fax: \_\_\_\_\_

Home or Mobile Phone (Essential for Emergencies and Last-Minute Contacts): \_\_\_\_\_

Division: \_\_\_\_\_

Floor/Room: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip/P. Code: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Seminar**

**Seminar**

**Date:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Seminar Title:**

1.  Advanced Negotiation, Strategy, Risk & Leadership, Applying Harvard University Global System™
2.  Government Project and Risk Management, Applying Harvard University Global System™
3.  Advanced Project and Risk Management, Applying Harvard University Global System™
4.  Project Management: Principles, Tools and Techniques, Applying PMI Book of Knowledge Concepts
5.  Administrative Assistants and Executive Secretaries, Applying Harvard University Global System™
6.  Advanced Seminar for Alums of Administrative Assistants and Executive Secretaries Workshop
7.  New Manager and Team Leader Skills Applying Harvard University Global System™
8.  Advanced Seminar for Alumni of the New Manager and Team Leader Workshop
9.  Finance & Accounting for Managers and Professionals to Improve Planning, Budgeting & Control, applying the New International Financial Reporting Standards (IFRS) and The Balanced Score Card
10.  Professional Skills for Writing with Clarity and Impact for Managers, Executive Assistants, Proofreaders and Other Professionals Who Wish a Review

**Approved By:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Title: \_\_\_\_\_

Division: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

**Contact & Billing Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Title: \_\_\_\_\_

Division: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Fees are payable in advance, by cheque or a credit card. Fees exclude hotel accommodation but include books, hand-outs, road maps and other course materials of exceptional value, a daily continental breakfast, plus hot and soft drinks twice a day. A light lunch is provided only to the participants attending the seminars held in Gatineau (Canada).

CREDIT CARD:  Visa  MasterCard

Card No. \_\_\_\_\_

Exp. Date: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Special Needs**   Dietary Restriction (Please specify): \_\_\_\_\_

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 \$150 (+ 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.

Please complete and fax this Registration Form to (819) 772-1114 or mail the Registration Form and payment to The Professional Development Institute at the above address.