

Public Course Calendar 2018



Enroll Online

PROGRAMME	HONG KONG 2018				
Teamwork & Managing Change	Sep	Oct	Nov	Dec	RATES
Team Leadership	3				\$3,450
Leadership & Management	Sep	Oct	Nov	Dec	RATES
Leadership Excellence		24-25			\$6,200
Improving Managerial Effectiveness			6-7		\$6,200
The Advanced Management Programme		9-11			\$9,050
Effective Coaching Skills				5	\$3,450
Communication & Influencing	Sep	Oct	Nov	Dec	RATES
Communication & Interpersonal Skills (incl. DiSC)				17	\$3,750
Assertiveness Training	11-12				\$6,200
Positive Influence Skills		16			\$3,450
Resolving Conflicts			21		\$3,450
Deliver Winning Presentations			15-16		\$6,200
Effective Negotiation Skills	26				\$3,450
Effective Business Writing			27-28		\$6,200
Effective Proposal & Report Writing				12	\$3,450
Productivity Improvement	Sep	Oct	Nov	Dec	RATES
Creative Problem-Solving & Decision-Making					\$3,450
Effective Time Management	6				\$3,450
Project Management Skills			19		\$3,450
Stress Management & EQ (incl. EQi Assessment)		29			\$4,500
The Accuracy Programme					\$3,450
Customer Service	Sep	Oct	Nov	Dec	RATES
Customer Service Excellence				19	\$3,450
Sales & Marketing	Sep	Oct	Nov	Dec	RATES
Strategic Thinking	18				\$3,750

Registration Form - Public Courses 2018

Company Name: _____
 Company Address: _____
 Contact Person (Mr/Mrs/Ms): _____ Title: _____
 Dept: _____ Email: _____
 Tel: _____ Direct Line: _____ Fax: _____

Course:		Date:		
Name: (Mr/Mrs/Ms)	Title	Tel	Email	Fee

PAYMENT METHOD (Please ✓):

Please send the bill to:

Name: (Mr/Mrs/Ms): _____ Title: _____
 Dept: _____ Email: _____
 Tel: _____ Direct Line: _____ Fax: _____

Please make cheque payable to "Dew-Point International Ltd."

Enclosed is a cheque for: HK\$ _____ Cheque No: _____

TERMS & CONDITIONS:

Confirmation: We will acknowledge your enrolment by letter with official invoice once we have received your registration. You will receive a final Programme Confirmation by email 2 weeks before the course, including schedule and location details. We may cancel courses if a minimum number of participants have not registered. Registration closes 1 week before the scheduled course date.

Payment & Late Payment: Course fees are due and payable upon registration and must be paid 1 week before the course. Full payment must be received 1 month before the course date in order to qualify for Early Bird pricing; otherwise, standard pricing will apply. Where payment is not received 1 week before the course date, Dew-Point reserves the right to add a fee of 3% of the outstanding invoice amount (minimum HK\$100) in the first week overdue. This enables us to confirm courses will go ahead and ensures that only clients who do not pay on time are penalized for late payments.

Cancellations: You may cancel or reschedule up to 2 weeks before the course with a charge of 20% of the standard course fee. Later cancellations or rescheduling are subject to a charge of the entire fee. If you fail to attend the course, your enrolment will be considered cancelled, and no refunds will be issued. Dew-Point reserves the right to reschedule/cancel any public courses with prior notice.

Copyright: You may not violate or infringe upon copyright or the intellectual property rights for any material in any written or data form of which Dew-Point is the producer or representative of the producer. Any copy of materials provided to you may not be copied or transmitted in any form without prior written permission from Dew-Point International Ltd.

I agree that all materials obtained during the programme are strictly for my own learning purposes.

Promotion: Photography and video shooting may take place during the course, and may be used on promotional materials in the future.

I agree that my exposure may be used on promotional materials.

Personal data submitted as part of your registration will be used only for the purpose of administration, internal market research and services management. Your personal data will not be sold or used for any other purpose.

Please add me to your mailing list.

DATA PRIVACY: Personal data submitted may be used for internal market research and services management.

Please check (✓) the box below if you don't want to receive our promotional information.

Stop receiving our mailing

Stop receiving our email

Stop receiving our fax

I understand and agree to the above Terms and Conditions from Dew-Point International Ltd.

Company Chop/Signature:	Date: