

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
Managing Data & Spreadsheets (Excel)	May 18 & 19	600	660	
Powerful Presentations (Powerpoint)	May 25 & 26	600	660	
Sales Techniques	June 1 & 2	800	880	
Human Resources Management	June 8 & 9	800	880	
Leadership Skills	June 15 & 16	800	880	
Creation Professional Electronic Documents	June 22 & 23	600	660	
Administrative Assistantship	June 29 & 30	800	880	
Accounting for Business Professionals	July 6 & 7	800	880	
Time & Priorities Management	July 13	440	480	
Meetings Management	July 14	440	480	
Project Management	July 20 & 21	800	880	

- ❖ Registration form is to be mailed to training@lucas-college.net and to 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:

TRAINING REGISTRATION FORM (Individual registration)

Trainee's Identification

First Name: _____ Last Name: _____

Date of Birth: _____ Gender: Female Male

Highest Degree: _____

Address: _____

Cell: _____ Email: _____

Work Information

Employer/Company: _____

Activity: _____

Position: _____

Address: _____

Tel.: _____ Email: _____

Thank you for registering me for the programme(s) marked X

Training Programmes	Dates 2018	CCIFG Members	Others	Mark
		Fees in GHC		
Managing Data & Spreadsheets	May 18 & 19	600	660	
Powerful Presentations	May 25 & 26	600	660	
Sales Techniques	June 1 & 2	800	880	
Human Resources Management	June 8 & 9	800	880	
Leadership Skills	June 15 & 16	800	880	
Creating Professional Documents	June 22 & 23	600	660	
Administrative Assistance Skills	June 29 & 30	800	880	
Accounting for Business Professionals	July 6 & 7	800	880	
Time & Priorities Management	July 13	440	480	
Meetings Management	July 14	440	480	
Project Management	July 20 & 21	800	880	

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Date: _____ **Signature:** _____