



Deltic Training

Revision and examination technique workshops 4th – 8th September 2011

To be held at The George Hotel, Arlington Lane, Newmarket Road,
Norwich, Norfolk, NR2 2DA.

Registration form

Please complete and return this form to Deltic by Friday 26th August 2011.

Section A:

Name:	
Address:	
Country:	Postcode/ZIP:
E-mail:	Telephone:
IAM Membership Number:	

Section B:

Please tick appropriate box below to indicate all revision and technique events you wish to attend:

Level 4 Diploma in Administrative Management

- People in Organisations** Sunday 4th September 2011 (1pm – 6pm)
- Administrative Systems and Processes** Monday 5th September 2011 (2pm – 7pm)
- Professional Administration** Tuesday 6th September 2011 (2pm – 7pm)
- Information for Decision Making** Wednesday 7th September 2011 (2pm – 7pm)
- Case Study 1** Thursday 8th September 2011 (2pm – 7pm)

Level 5 Advanced Diploma in Administrative Management

- Administrative Systems in the Organisation** Sunday 4th Sept 2011 (1pm – 6pm)
- Strategic Issues in Administration** Monday 5th September 2011 (2pm – 7pm)
- Administrative Management of Resources** Tuesday 6th Sept 2011 (2pm – 7pm)
- HR Management & Practice** Wednesday 7th September 2011 (2pm – 7pm)
- Case Study 2** Thursday 8th September 2011 (2pm – 7pm)



Deltic Training

Section C:

I am enclosing remittance for (insert numbers):

- workshops @ £85 + VAT (£102.00 inc VAT@20%) each including refreshments.

Payment details

Please tick the appropriate box to indicate payment method:

Cheques: Please make payable to 'Deltic Training Ltd'

Cheque enclosed for payment in full: £

Please charge debit/credit card below for the total of: £

Debit card:

Delta

VISA

Solo

Switch

Switch only:

Issue No:

Start Date:

/

Credit card:

VISA

Mastercard

Card No:

Expiry Date:

Security No:

/ /
(Last 3 numbers on reverse of card)

Section D:

Signature:

Date:

/ /

Please see the Deltic website for details of special rates for accommodation at The George

We look forward to seeing you!

On completion, return to: Deltic Training, 22 Millgate, Aylsham, Norfolk, UK, NR11 6HX
Registered in England and Wales No: 5882775 email: info@deltic-training.co.uk