

Facilitation Basics

Registration Form

To Register:

Please fill out the enclosed registration form and return it to QPC Inc.:

By phone: 1.800.589.4733

By fax: 1.703.256.4281

By mail: 6589 Cypress Point Road, Alexandria, VA 22312-3124

By email: Kristin@extraordinaryteam.com

Fee: \$895 per person; 3 or more \$795 per person

Cancellations and Substitutions

Registrants who provide written notice of cancellation at least 14 days in advance of the workshop start date will receive a full refund. Substitutions are acceptable at any time. Late cancellations will be subject to a \$150 administrative fee. Non-attendance will incur the full workshop cost.

Course Name: Facilitation Techniques for Project and Team-Based Work Environments

Course Convening Date:

Registrant Information:

Name:

Title:

Organization:

Address:

City:

State:

Zip:

Telephone:

E-mail:

Authorizing Manager Name:

Authorizing Manager Title:

Authorizing Manager Email/Phone:

Billing Options:

- Payment Enclosed
- Bill me/ My Company
- Charge Me/ My Company
 - American Express/ Optima
 - MasterCard/ Visa

Card Number: Exp:

Name on Card:

Signature: _____