

Registration Form

Executive Education Programme Form

Self Sponsored

Organisation Sponsored

- Managing Central Operations Productivity, Quality, Capacity & Costs
- Retail Branch Management Simulation Based Workshop
- Transforming Organisational Culture Through Continuous Improvement
- Competency & Talent Management
- Leading Through Change Workshop
- Leadership Mastermind Workshop

- Creative Thinking Tools for Better Productivity - Arabic
- The Successful Mindset for Leaders
- Leadership Fundamentals
- Other Courses _____

Self Sponsored

Name of Participant

Mr/Mrs/Ms _____ First Name _____ Middle Name _____ Last Name _____
Position _____ Department _____
Organisation _____ *Nationality _____ *CPR _____
*Address _____
*Country _____ Office Tel _____
*Mobile _____ Residence Tel _____ Fax _____
*Email (Personal) _____ Email (Work) _____
*Signature _____ Date _____

Organisation Sponsored

Organisation Information

Contact Person :

Mr/Mrs/Ms _____ First Name _____ Middle Name _____ Last Name _____
Position _____ Department _____
Address _____
Organisation _____ Country _____
Office Tel _____ Fax _____ Email _____

Signature & Stamp _____ Date _____

Name of the Participant

Mr/Mrs/Ms _____ First Name _____ Middle Name _____ Last Name _____
Position _____ Department _____
*Nationality _____ *CPR _____ *Mobile _____ Office Tel _____
*Email (Personal) _____ Email (Work) _____

Methods of Payment

Cheque Please find enclosed a cheque for _____ made payable to BIBF.

or Credit card Please debit my credit card Visa Mastercard

Card No. _____ Expiry Date _____

Cardholder's Name _____ Signature _____

Cash

Executive Programmes	Date	Duration	Language	Fee	
Managing Central Operations Productivity, Quality, Capacity & Costs	Feb 28 - Mar 02 or Oct 31 - Nov 02	3	English	BD 870 /-	<input type="checkbox"/>
Retail Branch Management Simulation Based Workshop	Mar 05-07 or Nov 05-07	3	English	BD 870 /-	<input type="checkbox"/>
Transforming Organisational Culture Through Continuous Improvement	Apr 05-06 or Oct 08-09	2	English	BD 580 /-	<input type="checkbox"/>
Competency & Talent Management	Nov 12-14	3	English	BD 870 /-	<input type="checkbox"/>
Leading Through Change Workshop	Jan 22-24 or Sep 17-19	3	English	BD 870 /-	<input type="checkbox"/>
Leadership Mastermind Workshop	Jan 15-17 or Sep 10-12	3	English	BD 870 /-	<input type="checkbox"/>
Creative Thinking Tools for Better Productivity - Arabic	Apr 16-18 or Oct 22-24	3	English	BD 750 /-	<input type="checkbox"/>
The Successful Mindset for Leaders	May 07-08 or Nov 19-20	2	English	BD 580 /-	<input type="checkbox"/>
Leadership Fundamentals	Jan 18-19 or Sep 13-14	2	English	BD 580 /-	<input type="checkbox"/>

NOTE EXAMINATIONS ARE THE WEEK AFTER SESSIONS END. SOME EXTRA SESSIONS WILL BE ADDED IF REQUIRED.

REGISTRATION FOR EACH COURSE CLOSES ONE WORKING DAY PRIOR TO THE COURSE START DATE.

IMPORTANT NOTICE :

All courses are subject to demand. The Institute reserves the right to cancel or postpone courses at short notice at no loss or liability where, in its absolute discretion, it deems this necessary.

CANCELLATION AND REFUND OF FEES :

In case of cancellations by delegates, fees will only be refunded if a written notice of cancellations is received by BIBF. Fees will be fully refunded for cancellations up to two weeks before the start date of the workshop. No refunds will be issued if cancellation is within two weeks of the start date of the workshop. Organisations may send a replacement candidate instead before the start of the workshop.

FOR OFFICE ONLY

INFORMATION DESK

Receipt Number _____ Amount _____ Date _____

Comments _____

Information Desk Attendant Signature _____

REGISTRATION OFFICE

Student ID _____ Registered By _____ Date _____

Comments _____



TheBIBF

www.bibf.com

BIBF Application Fee (Non-refundable) BD 25

Please forward this form to:

The Registrar, BIBF, PO Box 20525, Manama, Kingdom of Bahrain

+973 17 815555 +973 17 729928 / 17916420 info@bibf.com or l&m@bibf.com