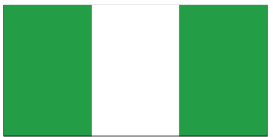




Michael A. Potter
International

AFRICA
Business Training Calendar
January 2012 — December 2012



The Forefront of Training and
Development Services in Africa
for 2012



Michael A. Potter

BA (Hons), MA, MBA, FCIPD

**2009 Winner of the Global HR Excellence Award
in HR Leadership Presented at the World HRD
Congress, Mumbai – February 2009.**



Michael A Potter is an International Management Development Trainer, Writer, Speaker and HR Consultant and has been CEO of MPA Consulting Ltd and Michael A. Potter International, Manchester UK, for the last 17 years.

Michael is one of the Leading Global Training and Management Development Consultants and has worked in an advisory capacity for a variety of Global Organisations including, **Rolls Royce, HSBC, the BBC, Vodafone, Coca Cola, Cyprus Popular Bank, Financial Services Authority UK, British Nuclear Fuels Limited** and the **National Health Service UK**.

Michael holds an MBA and a 1st degree in Business Studies from the University of Liverpool UK together with an MA in Organisational Analysis and Behaviour from University of Lancaster UK. He is also a Chartered Fellow of the UK's Institute of Personnel and Development. He is a Member of the Association of MBA's and an active member of the North European HRM Forum, and a former visiting lecturer to the University of Liverpool.

He has presented at conferences, delivered training workshops and seminars in numerous countries across Europe, Africa and Asia.

Michael has successfully presented his World Series Paper 2 and interactive workshop entitled “**Global Talent Management: Recruitment, Retention and Development ‘Strategies for the Future’**” in Eastern Europe, South East Asia and West Africa. Following the success of this paper, Michael has brought out his World Series Paper 3 and accompanying workshop entitled “**Human Capital, Competitive Edge, and The Credit Crunch: Global Challenges Ahead**”. In addition to these, in 2007 he presented a paper “**The Winning Organisation: HR Challenges and Opportunities Ahead**” at the 35th IFTDO World Conference in Kuala Lumpur. Michael appeared as a Keynote Speaker at the 40th IFTDO World Conference in Poland (8th-11th May 2011) and HR Summit in Africa (4th-7th October 2011). He will also be a keynote speaker at ARTDO conference in Taiwan on 21st November 2011.

Michael has also gained experience worldwide providing Consultancy Support in countries such as Philippines, Vietnam, Malaysia, Singapore, Indonesia, Romania, Ghana, UAE and Bulgaria.

Michael is a regular contributor to specialist HR publications such as **Asia Management Systems** (South East Asia) and **The Human Factor** (India), and to many Professional Journals. He has also just published his latest book “**Mentoring in the Fast Lane**”. He has also just released his latest DVD “**HR Recruiting, Developing and Retaining Human Capital**”

Michael A. Potter International is looking to expand its business activities into South East Asia and hopes to establish a Representative Office in Ho Chi Minh City (Saigon) Vietnam. Alongside this Michael A. Potter International is currently researching the market opportunities in the Ghana with the first International office scheduled to open in Accra, Ghana in 2012.



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Michael is a keen sportsman and was a former football player of the Bolton Wanderers Football Club, who play in the English Premier League; he is now a member of the Bolton Wanderers Former Players Association. Michael has also been a practising English Ski Council registered coach for the last 18 years.

His specialist Training and consultancy expertise includes:

- Continuing Professional Development
- Mentoring Skills
- Succession Planning
- Coaching Skills
- Recruitment and Selection Skills
- Assessment and Development Centres
- Competency Mapping
- Talent Management
- Job Analysis
- Organisational Development
- Project Management
- Psychometric Testing

Upcoming Speaking Engagements:

Leadership Management Masterclass in Manila (Philippines) - March 2012

Previous Speaking Engagements:

Some of Michael's most recent engagements have included:

Delivery of the **Entrepreneurism, Innovation, Creativity Workshop— EITSC in Manila (Philippines)**
- August 2011

Keynote Speaker at the **40th IFTDO World Conference in Warsaw (Poland)** - May 2011

Keynote speaker at **Indian Institute of HR Conference in India / Bangalore** - December 2010

Delivery of **The Management Skills Week Programme for PSMB in Malaysia**, - June 2010

Delivery of **Leadership and Management Development Coaching Session for Mobitel in Bulgaria** – June 2010

Speaker and delivery of a presentation on **Strategic Training and Talent Management Theme for Philippines Society for Training and Development in Philippines** – May 2010

Delivery of 1 day workshop: **Global Talent Management Recruitment, Retention and Development Strategies for the Future** for **PMAT in Bangkok, Thailand** - February 2010.



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Delivery of workshops on **Global Talent Management and Human Capital, Competitive Edge and the Credit Crunch** for the **Bahrain Society for Training and Development**. – June 2009.

Delivery of a presentation on **Mentoring for Competitiveness** at the **7th Middle East HR Conference and Expo in Dubai, UAE** - February 2009

Presentation on **Global Talent Management Recruitment, Retention & Development “Strategies for the Future”** at **The World HRD Conference, Mumbai, India** – February 2009

Delivery of a workshop on **Global Talent Management** in **Manila, Philippines** – December 2008

Delivery of two day workshop on **Practical Leadership and Management Skills**, for **ENEL** in **Sofia, Bulgaria** – November 2008.

Chairman of the **IHRM Summit** in **Accra, Ghana** - October 2008

Keynote speaker and delivery of a presentation on **Human Capital Management: Enhancing Filipino Competitiveness** in **Baguio City, Philippines** - September 2008.

Michael is currently scheduled for further events for the rest of 2011. Visit his website www.map-int.com to find out more information

*Working With Clients to Achieve Their
Overall Business Objectives*



Michael A. Potter
International

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Testimonials:

“Thanks for the workshop. It was great. I always visit your site regularly to read your work and seeing you in person was a delight..You are such a resource in this field of HR and organizational development. Its an honour to be associated with you.” Keynote Speaker at the 40th IFTDO World Conference in Warsaw (Poland) - May 2011

“I would like to thank you for your formative & interactive two workshops you delivered at Bahrain. I wish you best of luck in your future events. We will be in touch in near future for more business and conferences.”

Talent Management and Human Capital Workshops for the Bahrain Society for Training and Development, June 2009

“It was really nice meeting you at the conference, listening to your presentations and of course proffering answers to my very many questions. Coming to that conference and listening to people like you has really broadened my scope of horizon and I will love to keep in touch as there is so much to learn from faculties like you.”

Presentation on Mentoring for Competitiveness at the 7th Middle East HR Conference and Expo in Dubai, UAE - February 2009

“It was a pleasure and an honour to meet you at the last conference. Indeed the participants had benefited tremendously from the sharing of your knowledge and experience in human capital.”

International Conference on Human Capital Development – Malaysia May 2009

“It gave me immense pleasure to spend some time in Mumbai with such a wonderful person called Michael A Potter, who is just not a good speaker but is a good singer & sports person too. And let me salute your concern to this world. Please accept my heartiest congratulations and best wishes to you.”

World HRD Conference - Mumbai India, Feb 2009

“I really enjoyed our time spent at the conference. I was very inspired listening to you and understanding your strategy and plan. I also believe you have a great heart and are a good person. Very important in this day and time. Thank you for being gracious in sharing your information.”

World HRD Conference - Mumbai India, Feb 2009



Michael A. Potter
International



Lead the way to business growth...

Michael A. Potter International is a Management Consultancy specialising in Business, Human Resource Management and Training. The organisation is led by international consultant and speaker Michael A. Potter, and supported by a number of highly experienced associates, all of whom are quality assured and are corporate members of their respective Professional Institutions.

Courses delivered by Michael A. Potter have been highly successful in Ghana, and due to growing interest they are now available also in Nigeria and South Africa throughout 2012

Michael A. Potter International have been delivering senior management training for the last 18 years, and have been working on the African continent with organisations for the last 7 years. Our training workshops and courses are informative, practical and provide you with the necessary knowledge and skills to remain one step ahead of your competitors.

We have a wide range of workshops and courses tailor made to suit your requirements. We are able to provide these publicly or customised in house for your organisation and staff. See overleaf for further information on our range of courses available and the dates of our public workshops and courses.

We advise to book in advance for our public workshops and courses, to ensure that your places are secured. To book, contact us at Michael A. Potter International, or complete the nomination form at the back of the brochure and return to us.

For further information or to book, contact:

Michael A. Potter International
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Web: www.map-int.com

Our Ghana Contact
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Michael A. Potter
International

Management Skills Week

Key Management Skills for Supervisors and Junior Managers

This workshop is aimed at supervisors, team leaders and junior managers with team management responsibilities. Supervisors provide the link to delivering and communicating the organisational strategy and objectives to the team. It is vital that the best management skills are utilised to ensure that the team is able to perform to the best of their ability. This workshop will help you to develop a management style and operate up to date techniques to face the day to day challenges of supervising a team..

Cost: 250 GHC, 25000 NGN, 2500 ZAR inclusive of all local taxes.

Duration: 1 Day

Venue: To be arranged

Limited to 25 participants

Dates: [27 Feb Accra \(Ghana\)](#)

[14 May 2012 Abuja or Lagos \(Nigeria\)](#)

[23 July 2012 Johannesburg \(South Africa\)](#)

[5 Nov 2012 Accra \(Ghana\)](#)

Leadership and Management Development Masterclass

Develop the essential leadership and management skills, essential to move your organisation forwards into 2012. The course will provide thorough grounding on management and leadership techniques and tools, and practical exercises to assist you with developing your skills.

Cost: 525 GHC, 50000 NGN, 1250 ZAR for 3 full days inclusive of all local taxes.

Duration: 3 Days

Venue: To be arranged

Limited to 25 participants

Dates: [28,29 Feb, 1 Mar 2012 Accra \(Ghana\)](#)

[15,16,17 May 2012 Abuja or Lagos \(Nigeria\)](#)

[24,25,26 July 2012 Johannesburg \(South Africa\)](#)

[6,7,8 Nov 2012 Accra \(Ghana\)](#)

Advanced Management & Executive Workshop

To help develop advanced management and executive skills. The Course majors on strategic decision making with a focus on organisational strategy and development. The course will provide knowledge on advanced leadership techniques.

Cost: 250 GHC, 25000 NGN, 2500 ZAR inclusive of all local taxes.

Duration: 1 Day

Venue: To be arranged

Limited to 25 participants

Dates: [2 Mar 2012 Accra \(Ghana\)](#)

[18 May 2012 Abuja or Lagos \(Nigeria\)](#)

[27 July 2012 Johannesburg \(South Africa\)](#)

[9 Nov 2012 Accra \(Ghana\)](#)

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Managing, Innovation and Talent Week

Entrepreneurship, Creative Thinking and Innovation

This is a one-day course on basic theory, background, principles practices, and tools of entrepreneurship, creative thinking and innovation.

What will you learn

Generation of new ideas through stimuli and tools, environment, interactions and facilitation

- Definition of creativity and innovation
- Creative thinking in the wider world
- Creative thinking in the world of work
- Sources of information available for entrepreneurs seeking to move internationally
- Various aspects and importance of international entrepreneurship
- Creative thinking tools
- Problem-solving tools
- Practical examples and exercises
- Practical opportunity to facilitate
- Mental state, socks and filters!
- Brainstorming
- Important strategic issues in international entrepreneurship
- Opportunities available to small business in the global environment

Cost: 250 GHC, 25000 NGN, 2500 ZAR inclusive of all local taxes.

Duration: 1 Day

Venue: To be arranged

Dates: [4 June 2012 Accra \(Ghana\)](#)

[15 Oct 2012 Johannesburg \(South Africa\)](#)

[19 Nov 2012 Abuja or Lagos \(Nigeria\)](#)

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Managing, Innovation and Talent Week (continued)

Managing your Talent in 2012

2 day Global Talent Management workshop is designed to address the key needs of senior HR professionals and executive who are stressed with burden of effectively managing and retaining talents

OBJECTIVES

By attending the event you will:

- Have awareness of the demographic changes leading to talent shortage globally.
- The current talent issues facing organisations.
- The impact of talent issues on organisational performance.
- Current plans to address talent issues.
- Understand the key recruitment, retention and development strategies.
- Become aware of the talent issues facing your own organisation.
- Understand how to apply the key strategies to your organisation through the MPA talent management model.
- Benefit from the viewpoints of an experienced panel.

The results of a recent global talent management survey will be presented at the workshop, which highlights the critical talent management issues currently facing organisations across the globe. This will be followed by a presentation of key recruitment, retention & development strategies required in the future in order to tackle talent issues and Michael A. Potters Talent Management Model.

Workshop outline

- Presentation of global talent management survey
- Presentation of recruitment, retention and development strategies
- Inter dispersed with panel and delegate discussions
- Presentation of Michael A. Potters Talent Management Model

Cost: 450 GHC, 44000 NGN, 2200 ZAR for 2 full days inclusive of all local taxes.

Duration: 2 days

Venue: To be arranged

Dates: [5-6 June 2012 Accra \(Ghana\)](#)

[16-17 Oct 2012 Johannesburg \(South Africa\)](#)

[20-21 Nov 2012 Abuja or Lagos \(Nigeria\)](#)

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Managing, Innovation and Talent Week (continued)

Mentoring Matters, Coaching Counts

Develop the knowledge and skills of how to coach and mentor staff towards a brighter future within your organisation. Learn the techniques from a global expert on how to fast track their development and release their full potential.

Cost: 250 GHC, 25000 NGN, 2500 ZAR inclusive of all local taxes.

Duration: 1 Day

Venue: To be arranged

Limited to 25 participants

Dates: [7 June 2012 Accra \(Ghana\)](#)

[18 Oct 2012 Johannesburg \(South Africa\)](#)

[22 Nov 2012 Abuja or Lagos \(Nigeria\)](#)

Recruitment and Selection Best Practice

Learn the most up to date tools and techniques for shortlisting, interviewing and selecting the best staff. Take part in practical exercises to put into practice newly acquired skills, and learn how to implement these within your own organisation.

By attending the event you will:

- Benefit from an up to date information about the war of talent and battle for retention
- Develop an understanding of the importance of effective recruitment, selection & retention strategies
- Develop an awareness of the talent issues facing your organisation
- Become familiar with key approaches for attracting and retaining talented individuals
- Learn how to implement these in practice

Cost: 250 GHC, 25000 NGN, 2500 ZAR inclusive of all local taxes.

Duration: 1 Day

Venue: To be arranged

Limited to 25 participants

Dates: [8 June 2012 Accra \(Ghana\)](#)

[19 Oct 2012 Johannesburg \(South Africa\)](#)

[23 Nov 2012 Abuja or Lagos \(Nigeria\)](#)

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Michael A. Potter
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Events in Ghana

Key Management Skills for Supervisors and Junior Managers

[27 Feb 2012 Accra](#)

[5 Nov 2012 Accra](#)

Leadership and Management Development Masterclass

[28,29Feb. 1 Mar 2012 Accra](#)

[6,7,8 Nov 2012 Accra](#)

Advanced Management & Executive Workshop

[2 Mar 2012 Accra](#)

[9 Nov 2012 Accra](#)

Entrepreneurship, Creative Thinking and Innovation

[4 June 2012 Accra](#)

Managing your Talent in 2012

[5-6 June 2012 Accra](#)

Mentoring Matters, Coaching Counts

[7 June 2012 Accra](#)

Recruitment and Selection Best Practice

[8 June 2012 Accra](#)

Ghana

In-House Training—Dates available during 2012

If you wish to book Michael A. Potter to facilitate
Some in-house training events
He is able to do this during following dates:

[20,21,22,23,24, February 2012](#)

[28,29,30,31 May, 1 June 2012](#)

[29,30,31 October, 1, 2, November 2012](#)

For further information or to book, contact:

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Michael A. Potter

International

Events in Nigeria

Key Management Skills for Supervisors and Junior Managers

[14 May 2012 Abuja or Lagos](#)

Leadership and Management Development Masterclass

[15,16,17 May 2012 Abuja or Lagos](#)

Advanced Management & Executive Workshop

[18 May 2012 Abuja or Lagos](#)

Entrepreneurship, Creative Thinking and Innovation

[19 Nov 2012 Abuja or Lagos](#)

Managing your Talent in 2012

[20-21 Nov 2012 Abuja or Lagos](#)

Mentoring Matters, Coaching Counts

[22 Nov 2012 Abuja or Lagos](#)

Recruitment and Selection Best Practice

[23 Nov 2012 Abuja or Lagos](#)

Nigeria

In-House Training—Dates available during 2012

If you wish to book Michael A. Potter to facilitate

Some in-house training events

He is able to do this during following dates:

[7,8,9,10,11 May 2012;](#)

[12,13,14,15,16, November 2012](#)

For further information or to book, contact:

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Michael A. Potter
International

Events in South Africa

Key Management Skills for Supervisors and Junior Managers

[23 July 2012 Johannesburg](#)

Leadership and Management Development Masterclass

[24,25,26 July 2012 Johannesburg](#)

Advanced Management & Executive Workshop

[27 July 2012 Johannesburg](#)

Entrepreneurship, Creative Thinking and Innovation

[15 Oct 2012 Johannesburg](#)

Managing your Talent in 2012

[16-17 Oct 2012 Johannesburg](#)

Mentoring Matters, Coaching Counts

[18 Oct 2012 Johannesburg](#)

Recruitment and Selection Best Practice

[19 Oct 2012 Johannesburg](#)

South Africa

In-House Training—Dates available during 2012

If you wish to book Michael A. Potter to facilitate

Some in-house training events

He is able to do this during following dates:

[16,17,18,19,20 July 2012](#)

[8,9,10,11,12, October 2012](#)

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Michael A. Potter delivers "Global Talent Management" Workshop for the Ghana Institute of Human Resource

January 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1 New Year's Day
2 South Africa -New Year's Day	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4 Nigeria Mawlid	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20 Ghana In-House Training	21 Ghana In-House Training	22 Ghana In-House Training	23 Ghana In-House Training	24 Ghana In-House Training	25	26
27 Key Management Skills for Supervisors and Junior Managers- Ghana	28 Leadership and Manage- ment Development Master- class-Ghana	29 Leadership and Manage- ment Development Master- class-Ghana				



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International

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Michael A. Potter delivers Workshop in Ghana

March 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1 Leadership and Management Development Masterclass- Ghana	2 Advanced Management & Executive Workshop-Ghana	3	4
5	6 Ghana Independence Day	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21 South Africa Human Rights Day	22	23	24	25
26	27	28	29	30	31	

April 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6 Good Friday	7	8
9 Easter Monday	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27 South Africa Freedom	28	29
30						



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Delegates at a Michael A. Potter International Workshop

May 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1 Ghana May Day/ Workers day	2	3	4	5	6
7 Nigeria In-House Training	8 Nigeria In-House Training	9 Nigeria In-House Training	10 Nigeria In-House Training	11 Nigeria In-House Training	12	13
14 Key Management Skills for Supervisors and Junior Managers- Nigeria	15 Leadership and Management Development Masterclass-Nigeria	16 Leadership and Management Development Masterclass-Nigeria	17 Leadership and Management Development Masterclass-Nigeria	18 Advanced Management & Executive Workshop- Nigeria	19	20
21	22	23	24	Africa Unity Day 25	26	Nigeria Children's Day 27
28 Ghana In-House Training	Nigeria Democracy day 29	30 Ghana In-House Training	31 Ghana In-House Training			

June 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1 Ghana In-House Training	2	3
4 Entrepreneurship, Creative Thinking and Innovation- Ghana	5 Managing your Talent in 2012—Ghana	6 Managing your Talent in 2012-Ghana	7 Mentoring Matters, Coaching Counts-Ghana	8 Recruitment and Selection Best Practice-Ghana	9	10
11	Commemoration Day	13	14	15	South Africa Youth Day 16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	



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Understanding how to effectively lead your organisation could keep you one step ahead

July 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						Ghana Republic Day 1
2	3	4	Nigeria Lazlow Day 5	6	7	8
9	10	11	12	13	14	15
16 South Africa In-House Training	17 South Africa In-House Training	18 South Africa In-House Training	19 South Africa In-House Training	20 Nigeria Ramadan 21 South Africa In-House Training	22	23
23 Key Management Skills for Supervisors and Junior Managers- South Africa	24 Leadership and Management Development Masterclass- South Africa	25 Leadership and Management Development Masterclass- South Africa	26 Leadership and Management Development Masterclass- South Africa	27 Advanced Management & Executive Workshop- South Africa	28	29
30	31					

August 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9 South Africa Women's Day	10	11	12
13	14	15	16	17	18	19 Eid Al-Fitr
20	21	22	23	24	25	26
27	28	29	30	31		



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Michael A. Potter chairs the HR Summit for the Ghana Institute of Human Resource Management

September 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	Ghana Founder's Day 21	22	23
24 South Africa Heritage	25	26	27	28	29	30

October 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1 Nigeria Independence day	2	3	4	5	6	7
8 South Africa In-House Training	9 South Africa In-House Training	10 South Africa In-House Training	11 South Africa In-House Training	12 South Africa In-House Training	13	14
15 Entrepreneurship, Crea- tive Thinking and Innova- tion—South Africa	16 Managing your Talent in 2012—South Africa	17 Managing your Talent in 2012—South Africa	18 Mentoring Matters, Coach- ing Counts—South Africa	19 Recruitment and Selection Best Practice—South Africa	20	21
22	23	24	25	26 Eid Al-Adha	27	28
29 Ghana In-House Training	30 Ghana In-House Training	31 Ghana In-House Training				



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Michael A. Potter delivers workshop in Accra, Ghana

November 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1 Ghana In-House Training	2 Ghana In-House Training	3	4
5 Key Management Skills for Supervisors and Junior Managers- Ghana	6 Leadership and Manage- ment Development Master- class-Ghana	7 Leadership and Manage- ment Development Master- class-Ghana	8 Leadership and Manage- ment Development Master- class-Ghana	9 Advanced Management & Executive Workshop- Ghana	10	11
12 Nigeria In-House Training	13 Nigeria In-House Training	14 Nigeria In-House Training	15 Nigeria In-House Training	16 Nigeria In-House Training	17	18
19 Entrepreneurship, Crea- tive Thinking and Innova- tion-Nigeria	20 Managing your Talent in 2012-Nigeria	21 Managing your Talent in 2012-Nigeria	22 Mentoring Matters, Coach- ing Counts-Nigeria	23 Recruitment and Selection Best Practice-Nigeria	24	25
26	27	28	29	30		

December 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3 Ghana Farmer's Day	4	5	6	7	8	9
10	11	12	13	14	15	16 South Africa Day of Reconciliation
17 South Africa Day of Reconciliation	18	19	20	21	22	23
	25 Christmas Day	26 Nigeria Boxing Day/Ghana Proclamation/South Africa Day of Good Will	27	28	29	30



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Pricelist:**Key Management Skills for Supervisors and Junior Managers**

	GBP	USD	GHC	NGN	ZAR
1 Day	100	155	250	25000	2500

Leadership and Management Development Masterclass

	GBP	USD	GHC	NGN	ZAR
3 days	200	315	525	50000	1250
2 Days	175	275	450	44000	2200
1 Day	100	155	250	25000	2500

Managing your Talent in 2012

	GBP	USD	GHC	NGN	ZAR
2 Days	175	275	450	44000	2200
1 Day	100	155	250	25000	2500

Advanced Management & Executive Workshop

	GBP	USD	GHC	NGN	ZAR
1 Day	100	155	250	25000	2500

Entrepreneurship, Creative Thinking and Innovation

	GBP	USD	GHC	NGN	ZAR
1 Day	100	155	250	25000	2500

Mentoring Matters, Coaching Counts

	GBP	USD	GHC	NGN	ZAR
1 Day	100	155	250	25000	2500

Recruitment and Selection Best Practice

	GBP	USD	GHC	NGN	ZAR
1 Day	100	155	250	25000	2500

Pricing is an indication and may vary due to exchange rate.



Booking Form

Please enter all the required information below and return to klaudia@map-int.com.

Nominees Details	
First Name	(Prof./Dr./Mr./Miss./Mrs./Ms.)
Surname	
Institution/Company	
Job Title	
Mailing Address	
Email	
Telephone	

Please write how you would like your name to appear on your name tag

Special Meal/Dietary Requirements: Non-vegetarian Vegetarian Other _____

	Number of days and Date of Course
Key Management Skills for Supervisors and Junior Managers	
Leadership and Management Development Masterclass	
Advanced Management & Executive Workshop	
Entrepreneurship, Creative Thinking and Innovation	
Managing your Talent in 2012	
Mentoring Matters, Coaching Counts	
Recruitment and Selection Best Practice	
Total Cost	

Nominators Details	
First Name	(Prof./Dr./Mr./Miss./Mrs./Ms.)
Surname	
Institution/Company	
Job Title	
Email	
Telephone	

Making Payment
<p>Fees are payable at registration on the morning the course commences by cash or cheque (made payable to Michael A Potter). Failure to pay will result in access to the course being denied. Fees include training kit, lunch, refreshments and certificate. Walk-in delegates, with payment will be admitted on a space availability basis. Booking of 5+ delegates on any course will receive 10% off full price. Booking of a full 5 day series will receive 10% off full price.</p>

Cancelling Your Place
<p>Please note that by completing this form, you are confirming that the nominee is attending the course (not just provisionally putting their name down). If you are unable to attend, a substitute delegate is welcome to attend in your place at no additional charge.</p>