

SOLOMON ISLANDS SENIOR EXECUTIVE WOMEN IN LEADERSHIP PROGRAM

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REGISTRATION FORM

16,18,23 & 25 July 2024. Heritage Park Hotel

Participant Information

Last Name _____ First Name _____ Email Address _____
Mailing Address _____ Birth Date _____ Age _____
Gender _____ Job Position _____
Employer _____ Occupation _____ Job Title _____
Employer Ph no. _____ Mobile No. _____ Work Phone _____
Employer Address _____
Employer Email _____

Participants Line Manager/Supervisor Information

Last Name _____ First Name _____
Email Address _____ Work Phone _____
Mobile No. _____ *Not Applicable: I am self-employed/self-funded

Registration Fees/Payment Details and Policy

Training fee per person:

ISIA, SIWIBA & SICCI Member – SBD \$6,800

General / Non-member – SBD \$7,500

[please tick relevant rate]

- Please complete one form per participant.
- Your registration fee includes admission to the SI Senior Executive Women in Leadership Program
- Please let us know if you have any accessibility needs or special dietary requirements.
- Payments accepted: Cheque, Cash or Direct Deposit/Bank to Bank Transfers

***Payment and Withdrawal Policy** – Our payment and refund policies entail that all payments must be completed by **June 30, 2024**, with no refunds granted for withdrawals after this date. To request a refund, a written submission to the Institute of Accountants Solomon Islands is necessary, and refunds will be exclusively processed if the request is received before **COB on July 5th, 2024**. Refunds will be issued within two weeks of receipt, subject to a standard deduction of SBD1500 applicable to both Non-members and Members. It's imperative to adhere to these guidelines for smooth processing of refunds. For any queries or assistance, feel free to contact us promptly.

How did you hear about the training? (Please tick the relevant boxes)

- Online search engine (e.g., Google)
- Social media (e.g., Facebook, LinkedIn)
- Email
- Word of mouth
- Referral from a colleague or friend
- Other (please specify)

Eligibility Criteria

Mid to Senior Level Manager: Applicants must hold a mid to senior level managerial position within their organization with a minimum of 10 years work experience

Availability: Applicants must commit to attending all four days of the course.

Employer endorsement: Registration must be endorsed by supervisor

Evaluation and Monitoring

As part of our commitment to ensuring the effectiveness of the training program, participants will be required to complete a survey at the beginning and end of the training. The purpose of these surveys is to assess the participants' knowledge, skills, and satisfaction with the course content and delivery. The information gathered from these surveys will be used to improve future iterations of the training and measure the impact of the program. Additionally, approximately six months after the completion of the course, participants and their employers may be invited to participate in follow-up interviews. These interviews aim to gather feedback on the application of the acquired knowledge and skills in the workplace.

I agree to participate in the surveys and follow-up interviews. [please tick to indicate your willingness to participate]

Employer Endorsement (For employed registrants only. Please do not fill in this section if you are self-employed)

I _____ of _____ hereby provide my endorsement and consent for _____ as her employer to participate in the Senior Executive Women in Business Training.

Signature _____

PLEASE ENSURE TO COMPLETE ALL FIELDS OF THE APPLICATION FORM AND SUBMIT TO THE ABOVE EMAIL ADDRESSES