

# ASTD-STADA US-Proven Human Capital Development Series. PROGRAM REGISTRATION FORM



Fill-up, scan and email this form to Foong Yee: [foongyee@stada.org.sg](mailto:foongyee@stada.org.sg) or fax to : 65 67320027  
Then mail original to: **STADA**, 16, Arumugam Road, #06-01, Lion Building-D. Singapore 409961.

**REGISTRATION:** Tick the box against the Program you are registering for.  
**REGISTRATION FEES:** In SGD • Subject to 7% GST • Group discounts at 10% off the respective prices below for every 5 persons or more • Non-Member fees are in { }.

- A ASTD FACILITATING ORGANIZATIONAL CHANGE CERTIFICATE.**  
PROGRAM DATES: 27 & 28 Sep'10. Early bird: \$780/- { \$1,080/- } ----- After Early Bird: \$995/- { \$1,295/- }  
Registration closing date: 9-Sep'10. Early bird closing date: 31-Aug'10.
- B ASTD HUMAN PERFORMANCE IMPROVEMENT IN THE WORKPLACE CERTIFICATE.**  
PROGRAM DATES: 29-Sep to 1-Oct'10. Early bird: \$1,095/- { \$1,395/- } ----- After Early Bird: \$1,395/- { \$1,695/- }  
Registration closing date: 9-Sep'10. Early bird closing date: 31-Aug'10.
- C ASTD COACHING CERTIFICATE.**  
PROGRAM DATES: 4 & 5 Oct'10. Early bird: \$780/- { \$1,080/- } ----- After Early Bird: \$995/- { \$1,295/- }  
Registration closing date: 14-Sep'10. Early bird closing date: 31-Aug'10.
- D ASTD CAREER PLANNING & TALENT MANAGEMENT CERTIFICATE.**  
PROGRAM DATES: 6 & 7 Oct'10. Early bird: \$780/- { \$1,080/- } ----- After Early Bird: \$995/- { \$1,295/- }  
Registration closing date: 14-Sep'10. Early bird closing date: 31-Aug'10.
- E ASTD CONSULTING SKILLS FOR TRAINERS CERTIFICATE.**  
PROGRAM DATES: 21 & 22 Oct'10. Early bird: \$850/- { \$1,150/- } ----- After Early Bird: \$1,095/- { \$1,395/- }  
Registration closing date: 9-Oct'10. Early bird closing date: 31-Aug'10.

**State STADA Membership No.:** \_\_\_\_\_ *If not yet a Member, sign up now as one, to enjoy Preferential Rates !!*  
For Membership enquiries please call: 65- 6733-6369 or visit : <http://www.stada.org.sg/Content/Page.aspx?cp=112>  
**Program Venue:** **STADA**, 16, Arumugam Road, #06-01, Lion Building-D. Singapore 409961.

**Organization Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Industry:** \_\_\_\_\_ **Staff Strength:** \_\_\_\_\_  
**Name of Contact Person:** \_\_\_\_\_ **Company Stamp:**  
**Designation:** \_\_\_\_\_ *(For company-sponsored participants only)*  
**Tel No. (hp):** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**PARTICIPANT DETAILS (Please type in the fields BEFORE printing hardcopy. Please use additional form as needed.)**

Full Name (Name to appear in Certificate)	Designation	NRIC	Mobile No.	Email
Name:				
Home Address :			Course : A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/>	
Name:				
Home Address :			Course : A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/>	
Name:				
Home Address :			Course : A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/>	

**TERMS & CONDITIONS**

**Fees and Payment** • All cheques should be crossed and made payable to **“Singapore Training and Development Association”**.  
**Package** • The fee includes daily lunch and refreshments, workbook, pre-workshop, certificate and post-workshop materials if any.  
No refunds are possible for any portion of the package not taken.  
**Confirmation** • Payment is required with registration and must be received not later than 10 days before course commencement to confirm the participant’s place.  
Confirmation will be sent via email.  
**Cancellations** • A refund less 10% administrative charge will be made for cancellations received in writing (by fax or email) not later than 10 days before course commencement.

No refund can be made for cancellations received later than 10 days before course commencement, or for non-attendance of the registered program.  
The organiser reserves the rights to cancel or make any amendments to the program, venue, speakers and/or topics if warranted by circumstances beyond its control.  
**Replacements** • A replacement is welcomed if participant is unable to attend the registered program but all replacements must be given in writing not later than 1 day before course commencement. Otherwise, it will be considered a non-attendance.  
**Walk-In Registrations** • Walk-in delegates will only be admitted on the basis of space availability at the preview and with immediate full payment.