



2024 Public Workshop Registration Form

Please would you register:

First Name:		
Surname:		
Organisation or Business:		
Position or Role:		
Contact phone:	Day:	
	Mobile:	
Email contact:		
How did you find out about this workshop?		

Please send the invoice to:

Name & position:	
Address:	
Purchase order reference:	
Email address:	
<i>Please note that payment is required in full within 7 days of invoice and prior to the course start date.</i>	

Authorised by:

Name & position of person authorising:		
Contact phone:	Day:	
	Mobile:	
Email contact:		
By authorising attendance at this training, you confirm you have agreed to mindMoves.nz terms and conditions of business overleaf.		

Please tick your preferred workshop and date:

- Transforming Communication – 9 x Tues mornings; 24th Sept to 26th Nov; 9.30am to 12.30pm
- Essential Communication Skills (1-day) - Thurs 5th September 9.30am to 4.30pm
- Resilience Strategies for Dynamic Times (1-day) - Thurs 10th October 9.30am to 4.30pm





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Terms and Conditions

Course/Training/Facilitation Delivery

For in-house delivery of training or facilitation including the Transforming Communication course, upon receiving acceptance of the proposal, an invoice will be issued for 50% of the course or training or facilitation investment. A final invoice will be issued two weeks prior to the commencement of the delivery and **payment must be made in full prior to the start date of the delivery.**

Registrations for public courses will be emailed and an invoice will be issued upon receipt of confirmation of the attendee. Payment is required in full within 7 days of invoice and **prior to** the start date of the course. For in-house delivery the client will ensure all participants are aware of the date, time and expectations around the course/training/facilitation delivery.

For the Transforming Communication training, a participant is required to complete all four days/nine x 3-hour sessions, to receive their certificate. Should a participant miss a session or day, additional catch-up time may be scheduled at the trainers' discretion and will be charged at an hourly rate of \$150.00/hour + GST, plus travel, plus venue hire and any other disbursements involved.

Refund Policy for Courses

For all in-house or customised delivery, a full refund of the investment will be given for courses, training or facilitation cancelled one calendar month or more prior to the agreed commencement date.

Cancellations within four weeks of the agreed commencement date will attract a 50% refund of the project investment. Cancellations made within two weeks of the commencement date will not receive a refund.

Coaching and one-to-one training

Private individual sessions are invoiced weekly, and terms are that payment is to be made within 7 days of the date of the invoice. Sponsored individual sessions are invoiced monthly and terms are that payment is to be made within 7 days of the date of the invoice.

When a client arranges a coaching/supervision appointment, the time is allocated for them, and therefore sessions which are cancelled with less than 24 hours' notice will incur the standard quoted fee.

Payment of Invoices

Prices quoted are valid for 90 days from the date of this proposal. **All** invoices from **mindMoves** are to be *paid within 7 days of the date of invoice.*

Any queries regarding our invoices should be made within 5 days of receipt. We reserve the right to charge interest on outstanding amounts at the rate of 1.5% per month and/or any debt collection costs incurred by us to collect your outstanding balance.

If the need arises that we need a collection/credit agency to assist us in the collection your overdue account, you agree to **mindMoves** providing them with your personal information and for them to provide **mindMoves** with your information for the purposes of collecting the payment of your invoice(s).

