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**Essentials of Managing People**

Sol Plaatje Media Leadership Institute, Rhodes University

9-13 June 2014

**Registration Form email l.snam@ru.ac.za or fax +27 (0) 46 603 7527**

Please fill in your details below and answer the questions that follow. These details are urgent and needed as soon as possible.

|  |  |
| --- | --- |
| First Name/s **As it appears on your ID/Passport** |  |
| Surname |  |
| ID / Passport Number **(for certificate)** |  |
| Date of Birth |  |
| Gender |  |
| Position / Job Title  |  |
| Organisation  |  |
| Postal Address |  |
| Physical Address |  |
| e-mail address |  |
| Second e-mail address (if applicable) |  |
| Work telephone number |  |
| Fax number |  |
| Cellphone number |  |
| Secretary / PA (Name)(telephone & email address) |  |
| How did you hear about this course(e.g. brochure, website, newspaper) |  |
| What do you expect to achieve from this course? |  |
| Brief biography of your career leading up to current position (1 paragraph, +- 100 words, or 10 lines maximum) |  |

**Please fill in the following details, and return to me as soon as possible:**

|  |  |
| --- | --- |
| Hotel Name (Grahamstown) |  |
| Airport transfers ***(this is NOT included in the course fees but can be arranged on request)*** |  |
| Will you be attending the closing dinner on Thursday 12th June? YES / NO  | Dietary requirements (e.g. vegetarian, no pork etc.) |