

effective employment practices...

BOOKING FORM

WORKSHOP TITLES	DATES	NUMBER OF PLACES	SURNAME/S	COST
Discipline and dismissal - get it right	8th March 2001			
Recognise, work and negotiate with Trade Unions	5th April 2001			
Solve absence problems	3rd May 2001			
Navigate the latest legal minefields	31st May 2001			
Increase influence - finance for personnel managers	28th June 2001			
Selection, selection and selection	25th July 2001			
Accompanied Employment Tribunal visits - Manchester	27th March or 17th May 2001			
Sub Total:				£
Plus VAT:				£
Total:				£

DELEGATE DETAILS FORM

Name: _____ Organisation _____
 Job Title _____
 Name: _____ Address _____
 Job Title _____
 Name: _____ Telephone _____ Fax _____
 Job Title _____ e-mail: _____
 (Further forms available on request or photocopy this form if preferred)

Workshops per delegate per day: £125.00 + VAT
 Lancaster Chamber members per delegate per day: £112.50 + VAT
 Accompanied Employment Tribunal Visits per delegate: £75.00 + VAT
 Delegates per series of 6 workshops and an ET Visit: £625.00 + VAT
 Lancaster Chamber members per series and an ET visit: £562.50 + VAT

Please send this form with a cheque to:

Malcolm Martin Associates FREEPOST NWW6722 LANCASTER LA1 4ZZ

Numbers are limited to 12 per workshop (8 on Tribunal Visits). Late bookings are sometimes available. Receipt of payment secures the workshop place(s).

Location:

Lancaster and District Chamber of Commerce Trade and Industry, Marton Street, Lancaster.

The Chamber is in the City Centre. Parking is available nearby. The Rail Station is 10 minutes walk. A map will be sent on request.

Professionals who will be delivering this programme.

Malcolm Martin BSc. MIMgt FCIPD
 HR Consultant
 Joint author of CIPD's *Personnel Practice*.

and:

Bob Mawer • Julia Gerzon • Les Frankish
Trevor Marklew • Val Francis

All our associates have appropriate qualifications and experience.
 Profiles are on our Web site: www.personnel-practice.co.uk

Further information from 01524 32545
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