

The Ultimate Management Tool Kit
Registration Form
Monday November 14 and Monday November 21, 2011
Sheraton Ottawa Hotel, O'Connor Room, 150 Albert St.
Fax to: 613-726-3444

Entire Series (all 4 sessions)

OCRI Members
\$300.00 (plus 13% HST)

Non-members
\$500.00 (plus 13% HST)

Individual Sessions

November 14 - Introduction to Situational Leadership™ - Adapting Your Style

OCRI Members
\$100.00 (plus 13% HST)

Non-members
\$150.00 (plus 13% HST)

November 14 - Communicating Direction

OCRI Members
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November 21 - Coaching

OCRI Members
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November 21 - Delegating

OCRI Members
\$100.00 (plus 13% HST)

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Name: _____ **Title:** _____

Organization: _____

Mailing Address: _____

City: _____ **Province:** _____ **Postal Code:** _____

Telephone #: _____ **Fax #:** _____ **Email:** _____

Please Indicate Method of Payment (OCRI HST # 122847510)

CASH CHEQUE (payable to OCRI) MASTERCARD VISA AMEX

Card Number: _____ **Expiry Date:** _____

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Please forward your registration to:
Patricia Tippett, Conference Administrator
OCRI
200-2625 Queensview Dr.,
Ottawa, ON K2B 8K2
Ph: 613-828-6274 ext. 249
Fax: 613-726-3444
Email: ptippett@ocri.ca
www.ocri.ca

TO PAY BY CASH OR CHEQUE
A credit card or PO number must be given to hold your reservation.
If payment has not been received within 15 days after the event, the credit card will be charged the full amount.

Cancellation Policy: Only cancellations received in writing by email (ptippett@ocri.ca) or fax to 613-726-3444 two working days prior to the event date will be refunded, less 10% administration fee. Substitutions are permitted and notification prior to the event date is appreciated.