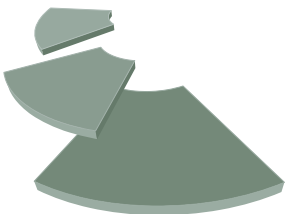


STRATEGIC LEADERSHIP PROGRAMME™

APPLICATION FORM MILLBROOK



PROGRAMME NAME: STRATEGIC LEADERSHIP PROGRAMME

PROGRAMME DATES: Please indicate which Programme you would prefer to attend:

Millbrook:

6 – 12 May 2012

5 – 11 August 2012

4 – 10 November 2012

Next Steps Ongoing Coaching Option: 6 one-on-one coaching sessions over six months following the Programme. Please indicate which of the following options you would prefer:

Next Steps – New Zealand (@ NZ\$3,500 + GST)

(Please fax completed form to +64 9 336 1474 as soon as possible to reserve your place on the programme)

1. YOUR DETAILS

Title (Mr, Mrs, Miss, Ms, Dr, other) Family name First name

Preferred first name (if different)

Male / Female

Date of birth (day/month/year) *

Nationality

□□/□□/□□□□

Job title *

Number of staff reporting to you directly

Total number of employees

Secretary's name

Secretary's tel

□□□□□□□□□□

Secretary's email address

Person you report to

Their email address

Your organisation name and address

Tel (direct switchboard)

Fax

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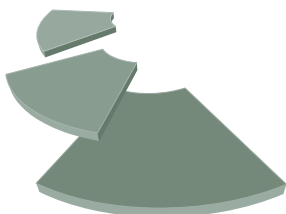
Mobile

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Email

Do you have a laptop fitted with PowerPoint and CD/DVD compatibility that you can bring to the Programme?

(please tick a box) Yes No



2. YOUR EXPERIENCE

BUSINESS EXPERIENCE OVER LAST FIVE YEARS (Including current job)

Dates _____ Employer _____
|_____ |_____

Main responsibilities
|_____
|_____
|_____
|_____

Dates _____ Employer _____
|_____ |_____

Main responsibilities
|_____
|_____
|_____
|_____

Dates _____ Employer _____
|_____ |_____

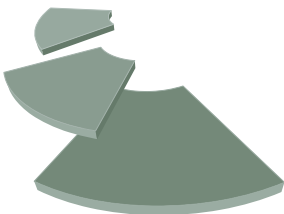
Main responsibilities
|_____
|_____
|_____
|_____

TERTIARY QUALIFICATIONS

Year	Major	Institution and qualification obtained
_____	_____	_____
_____	_____	_____
_____	_____	_____

PREVIOUS MANAGEMENT DEVELOPMENT PROGRAMMES ATTENDED

Year	Training organisation	Course/Subject	Length (full/part time)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



3. CONDITIONS OF BUSINESS

The following conditions apply:

Confirmations

This application form must be completed, signed and sent to the Institute for Strategic Leadership Limited, for your application to be considered for entry onto the Strategic Leadership Programme. Confirmation of a place, by letter, fax or email will be sent along with an invoice for Programme fees and this will form a contract between us. Full payment of the fees is then required within 7 days in order to secure your place on the nominated Programme.

Cancellations

- i) If the cancellation is made 90 calendar days or more prior to the commencement of the Programme, a full refund of course fees paid will be given.
- ii) If a cancellation is made after this time, the Institute for Strategic Leadership will accept a substitute participant from the organisation concerned if he/she has comparable experience and qualifications. No substitute will be permitted if the cancellation is made within 7 calendar days of the commencement of the Programme. Conditions regarding transfer to the next Programme are stated below in (iii c).
- iii) If a substitute is not available of a comparable experience and qualifications;
 - a. If a cancellation is made within 30 - 90 calendar days of the nominated Programme start date and a suitable replacement is not available, 50% of the fees will be refunded. If the fees have not already been paid, then 50% of the fees will be payable within seven working days.
 - b. If a cancellation is made within 29 calendar days of the commencement of the nominated Programme start date and a suitable replacement is not available, then no refund will be made. If the fees have not already been paid, then full fees are payable within seven working days and any cancellation fee from Millbrook will be passed on.
 - c. If the participant withdraws from the Programme 48 hours prior to the commencement of the Programme due to illness or any other unavoidable emergency, a transfer to the next Programme will be considered. A discount of 50% of the fees for the next programme will be given if the same candidate wishes to attend. The obligations covered in (b) still apply regardless of the transfer.

The Institute for Strategic Leadership retains the right to determine whether a proposed substitute is acceptable to the Institute. It is not the Institute's intention to profit from unavoidable late cancellations and every effort will be made to find a suitable substitute in the case of cancellations.

Risk Mitigation

Last minute cancellations are costly and disruptive to both participants' organisations and the Institute. It is impossible for the Institute to find suitable substitutes without at least 30 days' notice. The implication of participants pulling out at the last minute incurs non-refundable costs due to the Institute's commitments to coaches, suppliers and venues. We recommend that participants have a "Plan B". This may involve identifying a suitable replacement who can step in if for some unavoidable reason a participant cannot attend. Alternatively, you may choose to arrange your own insurance cover to mitigate the loss of the Programme Fee relating to the above cancellation policy.

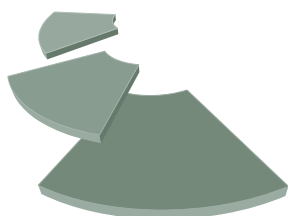
Yes I have read and accept the above terms and conditions.

Intellectual Property, Copyright and Non Solicitation

All Programme participants signing an application with the Institute for Strategic Leadership acknowledge and recognise that the Institute is the exclusive owner of the intellectual property which includes copyright, trademarks, business and company names, domain names, design, trade secrets, know-how, confidential and other proprietary rights, logos, symbols, insignia, emblems, telephone numbers, email addresses and all other forms of intellectual property rights whether created before or after the date of the application. The Programme offered by the Institute has been designed for executive development and not as a 'train-the-trainer' course. In signing the application, the participant accepts the Institute's rights and agrees not to use the Institute's materials and processes (or support others) in a manner which would be commercially competitive either directly or indirectly to the Institute. Further, participants agree not to approach staff or contractors of the Institute with job offers or any further coaching and facilitation projects and they agree to attend the Programme nominated on this application form.

Confidentiality and Non Disclosure of Information

Please note that the information included in this document is subject to an obligation of confidence and commercially sensitive. It would unreasonably prejudice the commercial position of the Institute for Strategic Leadership if it was released into the public domain. For this reason, if a request is made for this information under the Official Information Act 1982, we request that the Institute for Strategic Leadership is consulted before this information is released.



4. ISL PROMISE OF QUALITY

The Institute for Strategic Leadership recognises that the quality of the Strategic Leadership Programme is dependent on the class size and calibre and diversity of participants. This means that on some occasions it may be necessary to defer applicants to a subsequent Programme in order to achieve the ISL promise of quality learning outcomes and development experience.

5. AGREEMENT TO CONDITIONS OF BUSINESS

I confirm that I have read and accept the Institute for Strategic Leadership Limited conditions of business. I also confirm that I am authorised by my organisation to form a contractual relationship with the Institute for Strategic Leadership Limited in connection with this booking.

Title (<i>Mr, Mrs, Miss, Ms, Dr, other</i>)	Family name	First name
_____	_____	_____
Job title		

Signature	Date	
_____	_____	

6. FEES

MILLBROOK ~ New Zealand Campus

Strategic Leadership Programme: NZ\$15,900 + 15% NZ GST

Accommodation and Meals package: NZ\$2,225 + 15% NZ GST (payable to MILLBROOK)

Particular dietary requirements (please list/describe):

7. INVOICING DETAILS

Name and address of sponsoring organisation (if different from I) to which the invoice will be sent

Accounts Contact Person

Tel (direct switchboard)

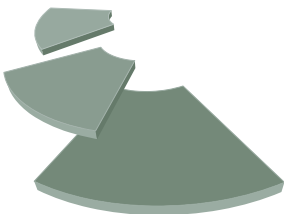
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Fax

□□□□□□□□□□

Email

Order No: (if applicable)



8. WHICH OF THE FOLLOWING CATEGORIES MOST CLOSELY FIT WITH YOUR ORGANISATION?

- Private Company
 - Public Listed Company
 - Local Government
 - Consulting Firm
 - Port / Airport
 - Government Department
 - Other (E.g. Self-employed)
 - NZDF
 - State Owned Enterprise (SOE)
 - Tertiary Education Institution
 - Secondary Education Institution
 - Crown Institute (e.g. CRIs)
 - Not-for-Profit, Charity
-

9. HOW DID YOU LEARN ABOUT THIS PROGRAMME?

- From someone who attended in the past *Let us know who so we can say thanks:*

- From your Chairman or other colleagues *Let us know who so we can say thanks:*

- From your HR Manager *Let us know who so we can say thanks:*

- From advertising: *(please select)* *Let us know where so we can know what is effective:*
 - Print
 - Radio_____

PLEASE FAX COMPLETED BOOKING FORM TO:

The Institute for Strategic Leadership
Fax: +64 9 336 1474
For any enquiries, call:
+64 9 366 1560 (Office)
or email: enquiries@leadership.ac.nz

