

HR Workshops Enrolment Form

Section A: Please tick the Workshop(s) enrolling for:

Tick	Workshop	Duration (No of Days)	Start Date	End Date	No of Delegates
<input type="checkbox"/>	Facilitate the Resolution of Employee Grievances	1			
<input type="checkbox"/>	Disciplinary Hearing Workshop: <ul style="list-style-type: none"> • Institute Disciplinary Action • Chairing a Disciplinary Hearing 	3			
<input type="checkbox"/>	Implement Codes of Conduct	1			
<input type="checkbox"/>	Labour Law Workshop: <ul style="list-style-type: none"> • Labour Relations Act • Understanding the Basic Conditions of Employment Act (BCEA) 	3			
<input type="checkbox"/>	Writing Employment Contracts	1			
<input type="checkbox"/>	Apply the Principles of Employment Equity to Organisational Transformation	2			

Who is responsible for the payment?

- Company (Please complete sections A, B, C, D and E)
 Myself (Skip section B and complete sections A, C, D and E)

Section B: Company Details (Only to be completed if the company is paying for the workshop)

Company Name			
Tel No		Fax No	
Company Email			
Website			
Postal Address			
		Code	
Physical Address			
		Code	
Province			
VAT Number		Company Registration Number	
Purchase Order No.		<i>Please attach order form where relevant</i>	

ENJO Consultants (Pty) Ltd

Tel: (012) 667-1985 | Cell: 084 620 0437 | Fax: 086 514 7543
 Web: www.enjoconsultants.co.za | Email: info@enjoconsultants.co.za



Postal Address: P. O. Box 11108, Die Hoewes, 0163, Centurion | Physical Address: Centurion Close, 119 Gerhard Street, Centurion, 0157, Gauteng

Section C: Person Responsible for Payment

Name of Person Responsible for Payment	
Telephone No of Person Responsible for Payment	
Email of Person Responsible for Payment	

Section D: Delegate Details

Personal Details			
Surname (Last Name)			
Previous Surname			
First Name			
Middle Name		Title (Mr/Mrs, etc.)	
ID No.	<i>Delegates must please submit a copy of their ID or Driver's Licence</i>		

Delegate Contact Details			
Tel No. (H)		Tel No. (W)	
Cell No.		Fax No.	
Email			
Physical Address			Code
Physical Address where the certificate must be couriered to			Code
Postal Address			Code
Province			
<input type="checkbox"/> 0 – Undefined <input type="checkbox"/> 1 – Western Cape <input type="checkbox"/> 2 – Eastern Cape	<input type="checkbox"/> 3 – Northern Cape <input type="checkbox"/> 4 – Free State <input type="checkbox"/> 5 – Kwazulu-Natal	<input type="checkbox"/> 6 – North West <input type="checkbox"/> 7 – Gauteng <input type="checkbox"/> 8 – Mpumalanga	<input type="checkbox"/> 9 – Limpopo <input type="checkbox"/> N – SA National (Province not specified) <input type="checkbox"/> X – Outside SA

Do you have any special needs we need to be aware of?		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Please give details:

ENJO Consultants (Pty) Ltd

Tel: (012) 667-1985 | Cell: 084 620 0437 | Fax: 086 514 7543
 Web: www.enjoconsultants.co.za | Email: info@enjoconsultants.co.za



Postal Address: P. O. Box 11108, Die Hoewes, 0163, Centurion | Physical Address: Centurion Close, 119 Gerhard Street, Centurion, 0157, Gauteng

Section E: Special Needs & Dietary Requirements for those attending workshops at ENJO Consultants

Special Needs for Workshop taking place at ENJO Consultants			
Do you require wheelchair access?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Please give details:

Meals for Workshops taking place at ENJO Consultants				
<p><i>A free complimentary light lunch is provided to delegates who attend workshop at the offices of ENJO Consultants.</i></p> <p><i>Please note that we are only able to cater for a Normal (Western Diet), or Vegetarian Diet.</i></p> <p><i>Meals are according to a set menu.</i></p> <p><i>Delegates who have specific allergies, other dietary requirements or larger appetites should provide their own lunch to be on the safe side.</i></p>				
Would you like to receive the free complimentary light lunch?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Please select diet	<input type="checkbox"/> Normal Diet (Western) <input type="checkbox"/> Vegetarian Diet (No pork products are served)

Bookings & Enquiries

Please contact us for further information, quotes or to make a booking.

Email: training@enjoconsultants.co.za

Tel: (012) 667 1985 / Cell: 084 620 0437 / Fax: 086 514 7543

ENJO Consultants (Pty) Ltd

Tel: (012) 667-1985 | Cell: 084 620 0437 | Fax: 086 514 7543
 Web: www.enjoconsultants.co.za | Email: info@enjoconsultants.co.za



Postal Address: P. O. Box 11108, Die Hoewes, 0163, Centurion | Physical Address: Centurion Close, 119 Gerhard Street, Centurion, 0157, Gauteng

enjo_enrol_hr_workshops_v3 Co Reg No: 2016/345549/07 | ETDP SETA No: ETDP10602 | MICT SETA No: ACC/2015/07/0048 | SABPP No: 58116L125EC