



MANAGEMENT DEVELOPMENT & PRODUCTIVITY INSTITUTE (MDPI)



NOMINATION FORM

Full Name in CAPITALS (NO INITIALS):

Name of Course:

Course Period:

EDUCATION

Highest Level of Education:

EMPLOYMENT

Position:

ORGANISATION

Name of Organisation:

Address of Organisation:

Telephone No: Email:

COURSE FEES: Fees Enclosed Gh¢ US\$

Cheque No:

NOTE:

Fees include Tuition, Meals, Course Materials and Field Visits. **Full payment of Fees** should accompany completed Nomination Forms or must be paid on the commencement day of the course.

WITHDRAWALS

If a sponsoring organization finds it necessary to withdraw a candidate **One Month** prior to the opening date, the fee will be returned less 30% for administrative charges. Withdrawals on or after the opening date of a course are subject to the total **Forfeiture of Fees**.

REPORTS ON PARTICIPANTS

Reports will only be provided on nominees if requested in advance and the participant is aware that an appraisal is being made on him/her. However, unjustifiable absenteeism from sessions by participants will be reported to the sponsoring company and the participant will not receive a Certificate at the end of the Course.

APPROVING AUTHORITY

Name of Officer Nominating:

Position:

Signature: Date: