



REGISTRATION *FORM*

323.302.9810

REGISTRATION INFORMATION *(all fields required)*

NAME	ORGANIZATION	TITLE
ADDRESS	CITY	STATE ZIP
E-MAIL	PRIMARY PHONE	WORKSHOP START DATE

WORKSHOP FEES

- Coaching Essentials for Team Leaders Public Workshop (1 day)**
\$1,500 per person — includes: Coaching Essentials for Team Leaders participant guide & license to reprint tools (for use with direct reports only)
- Coaching Essentials for Team Leaders Certified Trainer (includes Public Workshop) (4 days)**
\$6,750 per person — includes: Workshop materials, facilitator guide and materials, PowerPoint slides & access to online tools

BILLING INFORMATION *(payment due upon receipt of invoice)*

BILLING POINT OF CONTACT (IF DIFFERENT FROM ABOVE)		
BILLING ADDRESS		
CITY	STATE	ZIP
PHONE	BILLING E-MAIL	

READ & SIGN: *You agree to all terms and conditions of this registration.*

Confirmation: Upon receipt of this form, The Marcus Buckingham Company will send a confirmation receipt to the registration e-mail address provided above.

Public Workshop Terms and Conditions: The Public Workshop is intended for personal development only. Facilitation of any part of the Coaching Essentials for Team Leaders content is strictly prohibited without the express written consent of The Marcus Buckingham Company. By signing this document, you hereby authorize The Marcus Buckingham Company to invoice the name/address listed above for the Public Workshop fees.

Certified Trainer Terms and Conditions: The Certified Trainer equips you with the skills and knowledge necessary to deliver the Coaching Essentials for Team Leaders Workshop. Please note that the circumstances within which you may deliver this content are defined in a separate third-party agreement which you must sign prior to attending this training. Facilitation of the Coaching Essentials for Team Leaders content outside of the terms specifically outlined in this third-party agreement is strictly prohibited without the written consent of The Marcus Buckingham Company. By signing this document, you hereby authorize The Marcus Buckingham Company to invoice you for the Certified Trainer fees.

Cancellation Policy: Client may reschedule their attendance at a workshop or certified trainer only once via written notice to The Marcus Buckingham Company. All rescheduled workshops must occur within 1 calendar year of the original workshop/CT. Based upon the date the Client provides The Marcus Buckingham Company written notice of their intention to reschedule, the following fee schedule will be applied: (1) rescheduling 45 days or more before original workshop/CT date incurs no fee; (2) an administrative fee of \$1,500 will be assessed for rescheduling 30–44 days before the workshop/CT date; (3) The Marcus Buckingham Company will retain 50% of the workshop/CT fees for any rescheduling that occurs fewer than 30 days before the workshop/CT date. If Client fails to reschedule workshop/CT attendance within the allocated 1 calendar year, 100% of the workshop(s) fees will be retained. Any fees collected as a result of rescheduling will not be credited to Client to offset any future fees charged by The Marcus Buckingham Company.

PRINT NAME	SIGNATURE	DATE
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The Marcus Buckingham Company reserves the right to cancel the Coaching Essentials for Team Leaders Public Workshop and Certified Trainer for any reason at any time up to 15 days prior to the program start date. If The Marcus Buckingham Company cancels the public workshop, registrants will be entitled to a full refund of any fees that have already been paid. Space is limited. Please complete and email this form immediately to coaching@tmbc.com.