



SOLOMON ISLANDS SENIOR EXECUTIVE WOMEN IN BUSINESS TRAINING

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REGISTRATION FORM

The Senior Executive Women's Program curriculum was developed with the support of PSDI. PSDI is a regional technical assistance program undertaken in partnership with the Asian Development Bank, the Government of Australia, and the Government of New Zealand.

Participant Information

Last Name _____	First Name _____	Email Address _____
Mailing Address _____	Birth Date _____	Age _____
	Gender _____	Job Position _____
Employer _____	Occupation _____	Job Title _____
Employer Ph no. _____	Mobile No. _____	Work Phone _____
Employer Address _____		
Employer Email _____		

Participants Line Manager/Supervisor Information

Last Name _____	First Name _____
Email Address _____	Work Phone _____
Mobile No. _____	<input type="checkbox"/> *Not Applicable: I am Self-employed/Self-funded

Registration Fees/Payment Details/REFUND POLICY

Training fee per person:

ISIA, SIWIBA & SICCI Member – SBD \$6,800 ☐

General / Non-member – SBD\$7,500 ☐

[please tick relevant rate]

- ☐ Please complete one form per participant.
- ☐ An invoice will be sent to you upon submission of your (completed) registration application form
- ☐ Your registration fee includes admission to the SI Senior Executive Women in Business Training Program
- ☐ Please let us know if you have any accessibility needs or special dietary requirements.
- ☐ Payments accepted: Cheque, Cash or Direct Deposit/Bank to Bank Transfers

***Refunds** - All requests for refunds must be made in writing to the Institute of Accountants Solomon Islands. A refund will be issued to written requests and received no later than **COB June 23, 2023 and nil thereafter**. Refunds will be issued within two weeks of the receipt. **Important to note: SBD1500 standard deduction applicable for refunds from both Non-members and Members.**

How did you hear about the training? (Please tick the relevant boxes)

- ☐ Online search engine (e.g., Google)
- ☐ Social media (e.g., Facebook, LinkedIn)
- ☐ Email
- ☐ Word of mouth
- ☐ Referral from a colleague or friend
- ☐ Other (please specify) _____

Eligibility Criteria

Mid to Senior Level Manager: Applicants must hold a mid to senior level managerial position within their organization with a minimum of 10 years work experience

Availability: Applicants must commit to attending all four days of the course.

Employer endorsement: Registration must be endorsed by supervisor

Evaluation and Monitoring

As part of our commitment to ensuring the effectiveness of the training program, participants will be required to complete a survey at the beginning and end of the training. The purpose of these surveys is to assess the participants' knowledge, skills, and satisfaction with the course content and delivery. The information gathered from these surveys will be used to improve future iterations of the training and measure the impact of the program. Additionally, approximately six months after the completion of the course, participants and their employers may be invited to participate in follow-up interviews. These interviews aim to gather feedback on the application of the acquired knowledge and skills in the workplace.

☐ I agree to participate in the surveys and follow-up interviews. [please tick to indicate your willingness to participate]

Employer Endorsement (For employed registrants only. Please do not fill in this section if you are self-employed)

I _____ of _____ hereby provide my endorsement and
consent for _____ as her employer to participate in the Senior Executive Women in Business Training.

Signature _____

PLEASE ENSURE TO COMPLETE ALL FIELDS OF THE APPLICATION FORM AND SUBMIT TO THE ABOVE EMAIL ADDRESSES