

**HUMAN RESOURCES INSTITUTE FOR TALENT DEVELOPMENT & RETENTION**

**Registration Form – Spring 2007**

**To register for seminars:** Mail this form with your check or credit card information to: Center for Professional Development, 50 Elizabeth Street, Hartford, CT 06105 or FAX it to: 860-768-5680 or Call the Center at 860-768-5619.

- **Fee for each individual seminar is \$150.** Fees must be enclosed with registration form and can be paid by check, Master Card, Visa or American Express.
- Please register for each seminar at least one week before the seminar date.
- If you need any special physical accommodation, please notify us when you register.

**5 seminar discount:** Register and pay for 5 seminars, you receive a discount of \$50. **Total price for 5 seminars: \$ 700.**

**CEUs:** Each seminar is approved for 2.75 CEUs by HRCI.

**Cancellations:** Please call the Center for Professional Development at 860-768-5619, if you are unable to attend a seminar for which you are registered. Substitutions are welcomed – another staff person from your organization may be sent in your place. *Refunds will be given if you give us one week notice of your cancellation. No refunds will be made with less than 5 business days notice of withdrawal from the seminar. If you do not attend a seminar and fail to notify us, you still will be responsible for the fee.*

**Confirmations:** Your registration and payment will be confirmed by e-mail once we receive them. Notification that the seminar will occur, its location, directions and a parking permit will be e-mailed to you one week before the seminar.

**All seminars run from 9 a.m. – 12 Noon.**

**Check the box next to each seminar you wish to attend:**

Check (✓)	Seminar	Date	Facilitator
	Strategies to Develop & Retain Early Career Employees ( <i>Required for Certificate</i> )	Fri., Mar. 23	Eleta Jones
	Engaging Employees in Development & Performance Discussions ( <i>Elective</i> )	Wed. Mar. 28	Marianne Owens
	Establishing Mentoring and Networking Programs in Your Organization ( <i>Elective</i> )	Wed. Apr. 4	Ann Marie Gagnon
	Dealing with “Difficult” Employees ( <i>Required for Certificate</i> )	Tu. Apr. 10	Deanne Shapiro
	Facilitating Career Development in Your Organization ( <i>Required for Certificate</i> )	Fri., Apr. 27	Linda Kobylarz
	Leveraging Diversity in Your Organization ( <i>Elective</i> )	Tu. May 1	Deanne Shapiro
	Assessing an Employee’s Stage of Development ( <i>Required for Certificate</i> )	Wed. May 9	Eleta Jones

**To facilitate networking** during each seminar, we would like to hand out a contact list of the seminar’s participants. May we include your name, job title, work address, work e-mail and work phone number on such a list?  Yes  No

**PLEASE PRINT:**

Last Name		First Name		MI
Phone for snow emergency contact	Work Phone		E-mail	
Employer		Job Title		
Employer’s Address: No. & Street			City	State      Zip

**Payment Enclosed (check one):**  Check (payable to *University of Hartford*)     MC     Visa     Amex     Discover

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature of Card Holder: \_\_\_\_\_ Date: \_\_\_\_\_

Billing Address for Credit Card: \_\_\_\_\_