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**Customer Base Capacity Building & Personal Development**

**Training Programs (Upon request Online or Onsite available)**

**Registration Form for**

**Sending Partner Company, Organisation & Group Leaders**

After submission of filled Registration Form you will receive soon by email IPD Proposal

**Privileges for Sending Group Leader**

- If number of paid participants at least 21 people - Accommodation, breakfast & lunch, Basel city public transport ticket and training cost expenses will be free for 1 Group Leader

- If number of paid participants at least 26 people - Economic base international roundtrip flight tickets, visa and travel insurance, Accommodation, breakfast & lunch, Basel city public transport ticket and training cost expenses will be free for 1 Group Leader

- All prices include 10% Award for partner sending organisation (bank transfer expenses will not be charge by IPD during Award payment process)

**1. Partner Organisation Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2.** **Partner Organisation Type**

[ ]  Individual Group Leader [ ]  Government [ ]  Private [ ]  Public

[ ]  Foundation [ ]  Intergovernmental Organisation [ ]  Academic institution or school

[ ]  Social Gro [ ]  Other \_\_\_\_\_

**3.** **Contact details (Country, Address, website, telephone, fax, email)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4.** **Contact person (Sex, Name, Surname, telephone, email and skype address)**: \_\_\_\_\_\_\_\_\_\_\_\_\_

**5. Desired Event Venue**

[ ]  Basel, Switzerland

[ ]  Other Swiss city (Please specify): \_\_\_\_\_\_\_\_

[ ]  Other countries (Please specify): \_\_\_\_\_\_\_\_\_

**6. Desired Language of Training Course or Event**

[ ]  English

[ ]  Other: Please specify \_\_\_\_\_\_\_\_ (Other languages also possible upon request and availability of trainer)

**7. Desired Event Dates & Duration** (Please clarify includes planned 1 day for arriving, 1 day for departure day, Class Days number and desired Sightseeing Days)

**From** DD/MM/YYYY **until** DD/MM/YYYY

**8. Desired Participation Type:** [ ]  Online [ ]  Onsite

**9. Expected Participants number in 1 group**: \_\_\_\_\_\_\_\_\_

Please note that 1 free place for Group Leader is available if paid group participants number more than 20 person.

**10. Expected Group number per year**: \_\_\_\_\_\_\_\_\_\_\_\_\_

**11. Do you need Accommodation & Seminar Room from IPD side during Training Course period?**

[ ]  Yes

If Yes, which type of accommodation your participants wish to stay?

- Single room: How many participants? \_\_\_\_\_\_

- Double room: How many participants? \_\_\_\_\_\_

- Triple room: How many participants? \_\_\_\_\_\_

[ ]  No

If No answer, please clarify the booked hotel name includes seminar room and location name \_\_\_\_\_\_\_

OR who will be responsible for accommodation and seminar room expenses? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**12. Who will finance Participation Fee of Group of Participants**

[ ]  Sending Partner Company / Organisation / Group

[ ]  Participants themselves

[ ]  Sponsor of Partner (Please specify): \_\_\_\_\_\_\_\_\_

[ ]  Family member

[ ]  Other sources

**13. Level of your Group of Delegation**

[ ]  Young Employees

[ ]  Middle Level Employees

[ ]  Senior Level Employee

[ ]  Students or Researchers \_\_\_\_\_\_\_

[ ]  Schoolchildren

[ ]  Other Group of Participants (Please specify) \_\_\_\_\_\_\_

**14. Total number of employees in your organisation / company**: \_\_\_\_\_\_\_\_\_\_\_\_

**15.** **Please select the subject/s which you are interested as part of the Training Course**

[ ]  Coaching, Mentoring, Case Management, Personal & Organisational Development

[ ]  Effective Human Resources Management: Strategic Roles, Responsibilities & Recruitment Process

[ ]  Humanitarian Aid, Migration, Human Trafficking & Refugees

[ ]  Leadership, Personnel Administration & Team Management

[ ]  Talents Development, Employee Performance Management & Successful Employee Motivation

[ ]  Incident & Crisis Management

[ ]  Management Employee Integration, Planning Gender, Diversity Management & Inclusion & Cross-Cultural Awareness

[ ]  Leadership Culture, Social Responsibility, Ethics & Trust Building

[ ]  Time Management, Strategic Project Planning, Writing & Management

[ ]  Effective Conflicts Prevention, Management, Resolution & Transformation

[ ]  Peacebuilding, Peacekeeping & Non-Violence Actions

[ ]  Interreligious & Interfaith Dialogue

[ ]  Mediation & Negotiation Skills

[ ]  Environment Base Conflicts, Global Mining, Disaster Risks, Climate Change & Food Security

[ ]  Trauma, Healing, Reconciliation & Forgiveness

[ ]  Presentation Skills, Working with Media, Advocacy, Public Relations & Capacity Building

[ ]  International Law (Criminal Law or Migration Law or Commercial Law) & Justice

[ ]  Arbitration, Alternative Dispute Resolution (ADR) and Litigation

[ ]  Human Rights, Active Participation, Election & Observation

[ ]  Anti-Corruption & Transparency

[ ]  Diplomacy, International Security, Disarmament & International Relations

[ ]  International Humanitarian & Trade Organisations

[ ]  Global Economy

[ ]  Social Work

[ ]  Psychology

[ ]  Women & Children Rights, Gender Equality

[ ]  Municipality & Community Development

[ ]  Other topics: Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**16.** **What kind of other Event or Cooperation Models you wish to organise with IPD?**

[ ]  Conferences & Forums [ ]  Seminars [ ]  Summer or Winter Camps [ ]  Exhibition

[ ]  Research Programs [ ]  Exhibitions [ ]  Sightseeing

[ ]  Special Scholarship & Award Programs dedicated Sponsor name

[ ]  Other Desired Events: Please specify \_\_\_\_\_\_\_\_\_

[ ]  Study Visit Tours: Please specify which kind of institutions you wish to visit? For example: INGO, NGO, Foundations, State Institutions, Diplomatic Missions, Universities, Think Tank Institutions and etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Important Details of Each Participants needed for**

**Accommodation Booking & Visa Process**

**1.** Sex:

**2.** Name:

**3.** Surname:

**4.** Passport N:

**5.** Passport expire date:

**6.** Date of birth: DD.MM.YY

**7.** Office & Personal E-mail:

**8.** Post address: Zip code, country, city, region, street, house, building and etc. all useful details:

**9.** Citizenship:

**10.** Desired Accommodation Type: [ ]  Single [ ]  Double

If you have any more questions or proposals, please don’t hesitate to write us back via the following mentioned contact details.

**Name & Surname:**

**Position:**

**Contact Professional / Personal Email, LinkedIn Profile, Cell or WhatsApp Number:**

**Date/Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**If you have any problem to contact with us via your office email, then please try to write us via online contact form or via your personal email or Skype, Facebook or LinkedIn and inform your IT Department about the existed technical problem.**

**Looking forward building fruitful and durable partnership with You**

**Contact person for any questions**

Mr. Fakhrinur Huseynli

Director

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