**Bookings TUT License to Lead 2009:**

**Please fax (x5793) or e-mail the booking form below to Henda Britz.**

(Take note: the License to Lead is aimed at Managers on post levels 1-8)

|  |  |  |  |
| --- | --- | --- | --- |
| **Module** |  | Please underline or X | **Your contact details** |
| I would **like to attend on:** | **I have already attended (2007/2008)** |
| 1 | The HE Man. Context: Implementing OBE | 25 MarchAnother date |  | **Name:** |
| 2 | Self-Mastery through Personal Development | 27 May18 June29 July13 August |  |
| 3 | Transformational Leadership | 6 May21 May11 June2 July |  |
| 4 | Interpersonal Effectiveness: Leading with Emotional Intelligence | 23 April19 August22 October |  | **Department:** |
| 5 | Leadership Ethics | 20 May9 September |  |
| 6 | Leadership for Teaching and Learning | 10 JuneAnother date |  |
| 7 | Leadership for Research | 3 JuneAnother date |  | **Staff number:** |
| 8 | Operational Management | Interested |  |
| 9 | Managing Diversity | 19 MarchAnother date |  | **Cell phone number:** |
| 10 | People Management | 13 MayAnother date |  |
| 11 | Financial Management | 10 September |  | **E-mail address:** |
| 12 | Project Management | Interested |  |
| 13 | Labour Relations | Interested |  | **Campus:** |
| 14 | Building High Performance Teams | Interested |  |
| 15 | Couching and Mentoring | Interested |  | **Designation:** |
| 16 | Negotiation skills | Interested |  |
|  |  |  |

**Compulsory modules 2009**

**Please phone Henda Britz at x5431, should your booking not been confirmed within 2 days.**

**Yes: Would like to attend Software Training programmes:**

**Please fax (x5793) or e-mail the booking form below to Linky Motsei.**

Software training will be scheduled on dates which suites both parties. Please make sure that staff members meet the prerequisites before booking.

| **MS PROGRAMMES** | Yes, I want to attend and meet the prerequisites for (X the block(s) below) | **Your contact details:** |
| --- | --- | --- |
| **MS Word 2007: BASIC****PREREQUISITES: Windows XP: Basic** |  | **Name:** |
| **MS Word 2007: INTERMEDIATE****PREREQUISITES: Ms Word 2007: Basic** |  |
| **MS Word 2007: ADVANCED****PREREQUISITES: Ms Word 2007: Intermediate** |  |
| **MS PowerPoint 2007: BASIC****PREREQUISITES: Windows XP: Basic** |  | **Department:** |
| **MS PowerPoint 2007: ADVANCED****PREREQUISITES: Ms PowerPoint 2007: Basic** |  |
| **MS Excel 2007: BASIC****PREREQUISITES: Windows XP: Basic** |  |
| **MS Excel 2007: INTERMEDIATE****PREREQUISITES: Ms Excel 2007: Basic** |  | **Staff number:** |
| **MS Excel 2007: ADVANCED****PREREQUISITES: Ms Excel 2007: Intermediate** |  |
| **MS Access 2007: BASIC****PREREQUISITES: Windows XP: Basic** |  | **Cell phone number:** |
| **MS Access 2007: INTERMEDIATE****PREREQUISITES: Ms Access 2007: Basic** |  |
| **MS Access 2007: ADVANCED****PREREQUISITES:Ms Access 2007: Intermediate** |  | **E-mail address:** |
| **MS Outlook 2007: BASIC****PREREQUISITES: Windows XP: Basic** |  |
| **MS Outlook 2007: INTERMEDIATE****PREREQUISITES: Ms Outlook 2007: Intermediate** |  | **Campus:** |
| **MS Outlook 2007: ADVANCED****REREQUISITES: Ms Outlook 2007: Intermediate** |  | **Extension:** |
| **Ms Publisher 2007: BASIC****PREREQUISITES: Windows XP: Basic** |  | **Comments:** |
| **Ms Publisher 2007: ADVANCED****PREREQUISITES: Ms Publisher 2007:Basic** |  |
| **Ms Projects 2007: BASIC****PREREQUISITES: Windows XP: Basic** |  |
| **MS Projects 2007: ADVANCED****PREREQUISITES: Ms Publisher 2007: Basic** |  |
| **SharePoint Designer 2007: BASIC****PREREQUISITES: Windows XP: Basic** |  |
| **SharePoint Designer 2007: ADVANCED****PREREQUISITES: SharePoint 2007: Basic** |  |
| **Visio Professional 2007: BASIC****PREREQUISITES: Windows XP: Basic** |  |
| **Visio Professional 2007: ADVANCED****PREREQUISITES: Visio 2007: Basic** |  |
| **Photoshop CS3: BASIC****PREREQUISITES: Windows XP: Basic** |  |
| **Photoshop CS3: ADVANCED****PREREQUISITES: Photoshop CS4: Basic** |  |
| **FOR SERVICE WORKERS: INTRODUCTION TO PERSONAL COMPUTERS** **PREREQUISITES: NONE** |  |