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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**

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