

# IMPROVE TEAM EFFICIENCY & PRODUCTIVITY

BREAKFAST SESSION

## PRACTICAL INFORMATION

This interactive session is the place to be for making new professional connections and meanwhile getting some pointers in even more efficient working. How to divide your professional and your personal time without either of them being neglected? How can you be master in getting most of your time? How to maintain the right professional connections and creating new opportunities in the professional world?

During a wonderful breakfast you can make unique business connections. Meeting managers of other companies or great people from the same work field? Join this connecting breakfast session and boost your career even more!

The session will be closed with an inspirational speech from a few managers that are very respected in their field. For once they will give you a unique insight in their way of working and success.

**Audience** Anyone interested in efficient working strategies, career development and business connections.

**Time**

08u00 - 09u00	Registration & coffee
09u00 - 10u00	Session
10u00 - 10u30	Networking & closing

**Location** Quastion Learning Center  
Leuvensesteenweg 643, 1930 Zaventem

**Course fee** €19.99 per participant (exclusive 21% VAT)  
this includes:

- ✓ exclusive learning approach
- ✓ personal session documentation
- ✓ attendance notice
- ✓ breakfast, coffee & water
- ✓ networking

**Payment** The course fee is payable after we confirm your registration. We would like to receive it before the course, on the account of Qplus Consult bvba:  
IBAN: BE82 0016 3318 6168  
SWIFT/BIC: GEBA BE BB  
The reference will be a unique ordercode, which you will receive after we receive your filled-in signup form.

**Program**

Working Ethics

- Time efficient working
- Work-private life balance
- Staying successful

Career & Opportunities

- Boost your career
- Create opportunities
- Awareness for common mistakes

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## SIGN UP FORM

Please fill in the registration form, and send this as an attachment to [quastion@qplusconsult.com](mailto:quastion@qplusconsult.com). Our General Terms and Conditions and Privacy Policy are hereby accepted (see bottom of the page).

You will receive a confirmation of your registration as soon as we finish handling this form. We will also send you a request for payment, with the total amount due and your unique ordercode. The invoice will be issued after the payment is received.

**Course date** (please check a box)

05/11/2019

### Company details

company name \_\_\_\_\_  
VAT-number \_\_\_\_\_  
address \_\_\_\_\_ postal code \_\_\_\_\_  
city \_\_\_\_\_ country \_\_\_\_\_  
e-mail address \_\_\_\_\_

if eligible for KMO-portefeuille, please check a box:

Small Enterprise

Medium-sized Enterprise

**Participants** (fill in a second form if you are more than six participants)

	first name	last name	possible food restrictions
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____

**General terms and conditions:** If you cannot attend the event you have two options: 1. We are happy to welcome a substitute colleague at any time. 2. If you have to cancel entirely, we ask you to inform us via mail at [quastion@qplusconsult.com](mailto:quastion@qplusconsult.com). In this case we must charge the following processing fees: Cancellation - until 2 weeks prior to the course 10 %; - until 1 week prior to the course 50 %; - within 1 week prior to the course 100 %. Qplus consult reserves the right to change the materials, instructors, or speakers without notice or to cancel the course. If the course must be cancelled, registrants will be notified as soon as possible and will receive a full refund of fees paid. Qplus consult will not be responsible for discount airfare penalties or other costs incurred due to a cancellation. Full text of Terms and Conditions is published on our website [www.quastioncourses.com](http://www.quastioncourses.com).

**Terms of payment:** Payable without deductions before the date of the course.

**Important:** This is a binding registration and the course fees are due in case of cancellation or non-appearance. If you cannot take part, you have to inform us in writing. The cancellation fee will then be calculated according to the point of time at which we receive your message. In case you do not appear at the course without having informed us, you will have to pay the full registration fee, even if you have not made the payment yet. Only after we have received your payment, you are entitled to participate in the course (receipt of payment will not be confirmed).

**Privacy Policy:** By registering for this course you accept this Privacy Policy: I accept the processing of my Personal Data. Qplus consult will use my data for the processing of this order, for which I hereby declare to agree that my personal data is stored and processed. Qplus consult will only send me information in relation with this order or other activities of Qplus consult. My personal data will not be disclosed to third parties. I note that I can ask for the modification, correction or deletion of my data at any time via the contact form on the website [www.quastioncourses.com](http://www.quastioncourses.com). Full text of Privacy Policy is published on our website [www.quastioncourses.com](http://www.quastioncourses.com).