

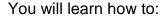


Time Management

Time is one resource you can never get back

We all have the same amount of time available to us every day. Some achieve more than others. Does this sound like you?









- Manage large projects
- Prioritise tasks
- Deal with paper and email overwhelm

Perfect for the person who wants to control time, rather than let time control them.

A great investment for any person such as Business owners, Supervisors, Managers and or Administration staff

DATE: Thursday 12 November, 2015

TIME: 9.30am – 1.30pm

TRAINER: Dawn Russell – The Heartware Group

VENUE: Master Builders Association Business Training & Function Centre

19 Clifford Street, (Cnr Ray Jordan Way & Clifford Street) Bunbury

COST:

FROM \$297.00*^

*Subject to I

^Full course cost for non members and NOT eligible for Construction Training Fund subsidy is \$490.00

To book your place on this training course, please complete the accompanying registration form.

If you require further assistance please contact the South West Office on 9726-0939 or email southwest@mbawa.com



The Construction Training Fund provides funding support for training of eligible workers in the construction industry. We acknowledge the support of the Construction Training Fund in reducing costs of training for eligible workers.







REGISTRATION FORM - Time Management

Please Note: This course is subsidised by the Construction Training Fund. The CTF requires that each participants personal contact details be provided, otherwise the full fee applies.

Course Date: Thur	ırsday 12 November					Course Time: 9.30am – 1.30pm			
Unique Student Ident	ifier (USI):								
Full Name of Participa	ant:								
Participants Date of Birth:					USI NO:				
Participants Resident	ial Address:								
Suburb:							Postcode:		
Mobile phone contact	:s:								
Email address:									
Participant Job Title:									
Job Description (brief	detail):								
Company/Employer:									
Postal Address:							Postcode:		
Contact person:									
Phone:	Fax:	Fax:			Mobile:				
Email:									
Please tick the industry sector in which you work Commercial - Housing - Engineering -									
			Payment	Details					
Registration	To guarantee your place on the course please return form, with fees, to: FAX: 9726 0949 EMAIL: southwest @mbawa.com POST: Master Builders Association, PO Box 253, Bunbury WA 6231								
NOT eligible for CTF MBA Member \$425.00 p.p									
Method of Payment	Cash □ C	heque 🗆	Credit Card	l EF	Τ□	Amoun	ıt: \$		
Credit Card Details:	Bankcard		MasterCard 1		Visa □				
Card number:	/	/	′	′ – – –	_	Expiry I	Date: _	/	
Cardholders Name:					Signature:				
EFT Direct Credit Deta	ils: BSB : 03	86 051 A c	count: 039 9	11 5 Re	ference:	Please qu	ote inv	oice number	
Cancellation Notice	Please note: fees should accompany registration form. A refund will only be provided if at least 48 hours working/business days notice is given. You may, however, substitute another person.								