

South West

Thursday  
12 November 2015

# 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?



You will learn how to:

- Write effective goals
- 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 \$293.00\*^**

\*Subject to Master Builders Membership and Construction Training Fund eligibility

^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](mailto: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.*

*\*Prices subject to change. ^Construction Training Fund (CTF) subsidy available for eligible course participants  
This course is GST free*



## 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.

<b>Course Date:</b> <b>Thursday 12 November</b>		<b>Course Time:</b> <b>9.30am – 1.30pm</b>	
<b>Unique Student Identifier (USI):</b>			
<b>Full Name of Participant:</b>			
<b>Participants Date of Birth:</b>		<b>USI NO:</b>	
<b>Participants Residential Address:</b>			
<b>Suburb:</b>			<b>Postcode:</b>
<b>Mobile phone contacts:</b>			
<b>Email address:</b>			
<b>Participant Job Title:</b>			
<b>Job Description (brief detail):</b>			
<b>Company/Employer:</b>			
<b>Postal Address:</b>			<b>Postcode:</b>
<b>Contact person:</b>			
<b>Phone:</b>		<b>Fax:</b>	<b>Mobile:</b>
<b>Email:</b>			
<b>Please <u>tick</u> the industry sector in which you work</b>		Commercial <input type="checkbox"/>	Housing <input type="checkbox"/>
		Engineering <input type="checkbox"/>	
<b>Payment Details</b>			
<b>Registration</b>		To guarantee your place on the course please return form, with fees, to: <b>FAX: 9726 0949</b> <b>EMAIL: southwest@mbawa.com</b> <b>POST: Master Builders Association, PO Box 253, Bunbury WA 6231</b>	
<b>NOT eligible for CTF</b>		MBA Member \$425.00 p.p. ....	Non Member \$490.00 p.p. ....
<b>Eligible for CTF</b>		MBA Member \$293.00 p.p. ....	Non Member \$358.00 p.p. ....
<b>These course costs are subject to change. This course is GST free</b>			
<b>Method of Payment</b>		Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> EFT <input type="checkbox"/>	<b>Amount: \$</b>
<b>Credit Card Details:</b>		Bankcard <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/>	
Card number: _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _		Expiry Date: _ _ / _ _	
Cardholders Name: _____		Signature: _____	
<b>EFT Direct Credit Details:</b> BSB: 036 051 Account: 039 911 5 Reference: Please quote invoice number			
<b>Cancellation Notice</b>		<i>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.</i>	

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