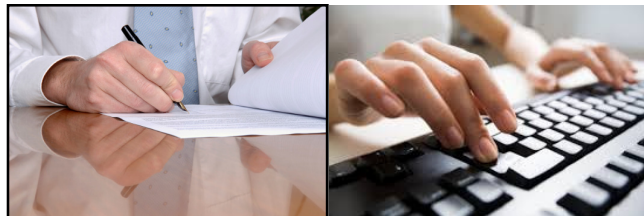




EFFECTIVE BUSINESS WRITING SKILLS

Who should attend? ANYONE REQUIRED TO COMMUNICATE IN WRITING

- ❖ You never stop learning how to better communicate
- ❖ Whether in writing an informal email to a colleague to transmit information or writing up a formal report or letter
 - ❖ the message has to be delivered effectively



This course will look at the purpose of different communications, the medium to use to transmit it, the language to use and the ways in which you can be misunderstood.

- Emails, memos and other informal communications
- Diaries, journals, site reports and other records of information
- Minutes of meetings; and
- Formal correspondence such as letters, contractual notices and claims.

DATE: Thursday, 18th February 2016
TIME: 1.00pm – 5.00pm
VENUE: To be confirmed
TRAINER: Alana Dowley - Encore Legal Pty Ltd

COST:		<u>Course Fee</u>	<u>Total</u>
	MBA Member eligible for CTF subsidy	\$550.00 - \$132.00 [^]	\$418.00*
	Non-member eligible for CTF subsidy	\$620.00 - \$132.00 [^]	\$488.00*
	MBA Member	\$550.00	\$550.00*
	Non-member	\$620.00	\$620.00*



"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 the costs of training for eligible workers."

*Prices subject to change. [^]Construction Training Fund (CTF) subsidy available for eligible course participants.

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

If you require further assistance, please contact Megan Parker, Training Coordinator on 9921 5061 or by email megan@mbawa.com



**EFFECTIVE BUSINESS WRITING SKILLS
BROOME, THURSDAY 18th FEBRUARY 2016 1.00pm – 5.00pm**

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

PARTICIPANT DETAILS:

Surname:		First name:	
Participant birth date:		Unique Student Identifier (USI):	
Mobile:		Email:	
Home address:			
Suburb:			Postcode:
Job/Trade title:			
Job Description (brief detail):			

EMPLOYER/COMPANY DETAILS:

Master Builders member name:			Member no:	
Employer/Company name:				
Builders Registration number: (if applicable)				
Address:				
Suburb:			Postcode:	
Contact name:			Email:	
Phone:	Fax:		Mobile:	
Please <u>tick</u> the industry sector in which you work			Commercial <input type="checkbox"/>	Housing <input type="checkbox"/>
			Engineering <input type="checkbox"/>	

PAYMENT & REGISTRATION DETAILS

Payment must be received prior to the course date to secure your place & receive your confirmation

FAX: 9965 5025 **EMAIL:** megan@mbawa.com
POST: Master Builders, PO Box 1525, Geraldton WA 6531

Course Costs	Master Builder member	Non-member
Eligible for CTF	\$418.00 per person	\$488.00 per person
<u>Not</u> eligible for CTF	\$550.00 per person	\$620.00 per person
Method of Payment	Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> EFT <input type="checkbox"/>	
	Amount: \$	
Credit Card Details:	Bankcard <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/>	
Card number: _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _	Expiry Date: _ _ / _ _	
Cardholders Name:	Signature:	
You <u>must</u> please quote INVOICE NUMBER as the reference when paying by Direct Deposit.		

Cancellation Notice *A refund will not be provided for no shows on the day of the course or cancellations less than 5 working days prior to the course date. You may, however, substitute another person up to 48 hours prior to the course.*

If you require further assistance please contact Megan Parker, Training Coordinator
on 9921 5061 or email megan@mbawa.com