

GERALDTON

Tuesday
25 October, 2016

Effective Business Writing Skills

Who should attend? Anyone required to communicate in writing.



- ❖ You never stop learning how to better communicate
- ❖ Whether 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 purposes of, and the mediums to use to transmit, different communications, 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: Tuesday 25 October, 2016
TIME: 1.00pm - 5.00pm
TRAINER: Alana Dowley – Director, Encore Legal Pty Ltd
VENUE: Master Builders, 4 Walton Close, Geraldton
COST:

	<u>Course Fee</u>	<u>Total</u>
MBA Member eligible for CTF subsidy	\$450.00 - \$132.00 [^]	\$318.00*
Non-member eligible for CTF subsidy	\$520.00 - \$132.00 [^]	\$388.00*
MBA Member	\$450.00	\$450.00*
Non-member	\$520.00	\$520.00*

If you require further assistance, call Crystal Bagley on **9921 5061** or email crystal@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.



EFFECTIVE BUSINESS WRITING SKILLS
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Please Note: This course is subsidised by the Construction Training Fund (CTF) for eligible participants. Master Builders requires participants details be provided as indicated below, otherwise the full fee may apply.

PARTICIPANT DETAILS:

Surname:		First name:	
Date of birth:			
Mobile:		Email:	
Home address:			
Suburb:			Postcode:
Job/Trade title:			
Job description (brief detail):			

EMPLOYER/COMPANY DETAILS:

Master Builders member name:			
Employer/company name:			
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 DETAILS

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

EMAIL: crystal@mbawa.com **FAX:** 9965 5025
POST: Master Builders, P.O. Box 1525, Geraldton WA 6531

Course Costs	Master Builder member	Non-member
Eligible for CTF subsidy	\$318.00 per person	\$388.00 per person
Not eligible for CTF subsidy	\$450.00 per person	\$520.00 per person

Please note that course costs subject to change. This course is GST free.

Method of Payment	Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> Money Order <input type="checkbox"/>	Amount: \$
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Credit Card Details (please tick):	Bankcard <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/>
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Card number: _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _	Expiry date: _ _ / _ _
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Cardholders name:	Signature:
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You must quote your **INVOICE NUMBER** as the reference when paying by Direct Deposit.

Cancellation Notice	<i>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 24 hours prior to the course.</i>
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If you require further assistance, please call Crystal Bagley on **9921 5061** or email **crystal@mbawa.com**

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