



# 12 for 12

## Education Seminar Series

2009-10

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# Registration Form

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

-Continental Breakfast & Registration begins at 7:45 a.m. each class day.

-Sign up for 3 or more classes and receive **10% off total cost!**

- September 24, 2009**  
*Becoming a Better Project Manager*
- October 15, 2009**  
*Change Happens!*
- November 17, 2009**  
*Current Tax Regulations & Issues*
- January 14, 2010**  
*Accountability & Performance*
- January 15, 2010**  
*Communications Technology, Business Writing & Etiquette*
- February 19, 2010**  
*Construction Contracts & Claims*
- March 10, 2010**  
*Stepping Up to Supervisor*
- April 9, 2010**  
*Time Management for Busy People*
- May 14, 2010**  
*Scope Control & Change Order Management*
- June 18, 2010**  
*How to Develop an Effective Documentation & Communication Management System*
- July 14, 2010**  
*Improving Construction Productivity*
- August 10, 2010**  
*Leadership Skills*

Each class starts at 7:30 a.m. at Construction Advancement Foundation. Scheduled dates and times are subject to change.

4 Hour classes are \$99 first registrant/ \$89 each additional registrant  
6 Hour classes are \$149 first registrant / \$139 each additional registrant