

Nevada Contractors Association

Presents....

TIME MANAGEMENT

This seminar will provide the Construction Professional with a basic framework of "effective" time management. The session will emphasize three time factors – "time wasters" or stealers, "time savers and "time management techniques." These concepts will highlight the relationship of "time management" and "behavioral science" versus traditional time management tools or "gimmicks." The seminar will also explore the need for managing oneself in order to improve the management of time.

INSTRUCTOR: David L. Osburn, MBA /CCRA
DATE: January 20, 2016
WHERE: Training Room – 150 N. Durango Drive, Las Vegas, NV
TIME: 8:00 a.m. – 10:00 a.m.
COST: \$89 Members
\$109 Non-members

REGISTRATION FORM

Advance registration and payment **MUST BE RECEIVED PRIOR TO START OF CLASS TO ATTEND.** Please register and pay by check or credit card no later than Jan. 19, 2016. At-the-door registrations or payments will not be accepted. Register as follows: online agclv.org, email sharon@agclv.org, fax 796-1629 or call 796-9986.

Company: _____

Address: _____

Name(s) of Attendee(s): _____

Phone: _____ Fax: _____ Email Address (required): _____

Credit Card No: _____ Exp. _____ 3-digit CSC Code: _____
(Visa, Master Card and American Express accepted)

Credit Billing Address: _____ Billing Zip Code: _____

Amount: \$ _____

☐ Check-in-the-mail (must be received by: Jan. 19, 2016)

(Mail to Nevada Contractors Association, 150 N. Durango Dr., Ste. 100, Las Vegas, NV 89145)

Nevada Contractors Association Cancellation Policy: Unless NCA received cancellation notice at least 48 hours in advance, participants are responsible for their advance reservations. Due to the advance requirements for scheduling and non-returnable class materials, participants will still be responsible for cost of materials even with 48 hour notice.