

# Business Management for Building Professionals

## Invest in Your Future

**Instructor:** Kris Alberti, CAPS, CGP

Learn the management skills that give industry leaders the edge. This course will give you a solid foundation in those practices so valuable to smaller businesses: planning, organizing, staffing/directing, and controlling. By using case studies and sample forms, your instructor will give you practical and applicable tools for management success.

**As a graduate of this course, you will be able to:**

- Discuss common business challenges and learn practical tips and tools to overcome them.
- Explain the three basic functional areas within a company.
- List the five main tools used to improve a business.
- Apply each of the 5 P's to the three functional areas of the business.
- Identify methods of recruiting, interviewing, training, and retaining quality personnel.
- Apply the key measures of business performance to your own business.

### Designation Credit:

CAPS, CGA, CGB, CGR, CGP, GMB, Master CSP

### Continuing Education Credit:

CAPS, CGA, CGB, CGR, GMB, CSP, Master CSP, CMP, MIRM

### Other Credit:

6 AIA Continuing Education Hours



**March 30, 2012**

**8:00 am—5:00 pm**

**Spokane Home Builders Association  
5813 E. 4th Avenue  
Suite 201  
Spokane Valley, WA 99212**



## Additional Information

Business Management for Building Professionals

March 30, 2012

Check-in: 7:30 am  
Session: 8:00 am—5:00 pm

Location:  
SHBA Boardroom  
5813 E. 4th Avenue  
Suite 201  
Spokane Valley, WA 99212

Pre-Registration Required  
by March 23, 2012

Questions? Call SHBA at:  
509-532-4990.

## To Register

**By Phone**  
509-532-4990

**By Fax**  
509-532-4980

**By Mail**  
5813 E. 4th Ave.  
Suite 201  
Spokane, WA 99212

**Online**  
[www.BIAW.com](http://www.BIAW.com)

## Registration Information

(one form per attendee)

NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

MAILING ADDRESS 1 \_\_\_\_\_

MAILING ADDRESS 2 \_\_\_\_\_

CITY \_\_\_\_\_

STATE ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

FAX \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

Please note: It is the policy of SHBA, BIAW & NAHB not to share or sell its e-mail addresses.

## Registration Fees

**Includes course materials.**

Member \$175       Non-member \$225

## Payment Information

Check (Make payable to BIAW)

MasterCard       Visa

CREDIT CARD NUMBER \_\_\_\_\_

EXP. DATE \_\_\_\_\_ CVV2 CODE \_\_\_\_\_

NAME ON CARD \_\_\_\_\_

SIGNATURE \_\_\_\_\_

### Payment and Cancellation Information

PAYMENT MUST ACCOMPANY REGISTRATION.  
CANCELLATION POLICY: 48 hours or more prior to the course—full refund.  
Less than 48 hours or failure to attend—liable for the entire fee.