

# Business Management for the Building Professional

Thursday  
September 9, 2010  
8:00 am - 5:00 pm  
University Plaza  
St. George, Utah



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

Utah Contractor Continuing Education Credits: 3 Professional Credits

American Institute of Architects: 6 Course Credits

Designations: CGP, CGB, CGA, CAPS, MCSP

Continuing Education Credit: CAPS, CGA, CGB, CGR, GMB, CSP, Master CSP, CMP, MIRM



A Service of NAHB	Sponsored by:
 TheNAHB University of Housing <small>REACH HIGHER. WORK SMARTER.</small>	 Bank of America Home Loans

## Registration Information (one form per attendee)

Name

Company

Address

City

State

Zipcode

Phone

Fax

Email Address *(please note: it is our policy not to share or sell email addresses)*

## Registration Fees

Registration fee includes lunch & all course materials.

### Choose One Option

#### SUHBA / NAHB Member

\_\_\_\_\_ \$190.00 Regular Fee

\_\_\_\_\_ \$95.00 \*Custom Fit Disc. Fee

\_\_\_\_\_ \$180.00 SouthWest Green Build Council Fee (must be a SWGBC member)

\_\_\_\_\_ \$90.00 SWGBC w/Custom Fit Disc. (must be a SWGBC member)

*\*To be eligible for the Custom Discount Fee, you must work and reside in Washington County. All other Utah residents must pay Regular Fee but may call our office for other options. Non-Utah residents pay Regular Fee.*

#### Non-Member

\_\_\_\_\_ \$240.00 Regular Fee

\_\_\_\_\_ \$120.00 \*Custom Fit Disc. Fee

### Choose additional options if applicable

\_\_\_\_\_ \$10.00 CE Credits (Fee for 3 Utah Contractor CE Credits)

\_\_\_\_\_ \$25.00 Late Fee (Must pay if registration is received after August 31, 2010)

*SUHBA members who take this course with the Business Management course may receive a \$100 scholarship reimbursement through the SUHBA Scholarship Fund. Registrant must pay for class in advance and upon completion of course may receive reimbursement.*

## Payment Information

\$ \_\_\_\_\_ Total Amt.

### Payment Options - Choose One

\_\_\_\_\_ Check made payable to SUHBA

\_\_\_\_\_ MasterCard \_\_\_\_\_ VISA

### Credit Card Information:

Credit Card Number

Exp. Date

Name on Card

Billing Address for Card

Signature

## Business Management for the Building Professional

Instructor: John Freer,  
*CGP, CGB, LEED AP*

## Schedule

Thursday, September 9, 2010

8:00 am - 5:00 pm

University Plaza

1071 E 100 S

Building C

St. George, UT

Lunch will be provided on-site.

Driving directions are available at  
[www.mapquest.com](http://www.mapquest.com).

## To Register

### Register Online

[www.suhba.com](http://www.suhba.com)

Click on Calendar of Events

### Register by Fax

Fax Completed Form to:

(435) 674-2866

### Register by Mail

Return Completed Form to:

SUHBA

2303 N Coral Canyon Blvd.

Suite 200

Washington, UT 84780

### For More Information

Contact Kathy Tolleson at

[kathy@suhba.com](mailto:kathy@suhba.com)

### Cancellation Policy

Registration will not be held unless  
payment is made at time of registration.

With 48 hours or more notice, 50% of  
registration is refundable.

After this time, no refund will be given.