



LNHBA UNIVERSITY

... giving you the professional edge

NAHB COURSE:

Business Management for Building Professionals

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 instructors 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 five Ps 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(s): **NAHB** - CAPS, CGA, CGB, CGR, MCSP, CGP / **NCBI** - AB, AA, (8 hours)

Date: Friday, Feb. 13, 2009

Time: 8:00 am - 5:30 pm

Cost: \$195 - NAHB members / \$245 - Non HBA members
(cost includes all course material and boxed lunch)

Location: Charles Mack Citizen Center
215 N. Main Street, Mooresville, NC 28115

1- Fill in your information. ALL information must be provided.

First Name: _____ Last Name: _____ SS# _____

(for transcript verification only)

Company Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Tel: _____ Fax: _____ Email: _____

HBA Member: (check one) Yes No HBA Name: _____

3 - Method of Payment: PLEASE PRINT CLEARLY

Check Enclosed (make checks payable to LNHBA)

Credit Card: **Visa** **MasterCard**

CC#: _____

Name: _____
(print name as it appears on card)

Amount \$ _____ Exp Date: _____
(mm/yy)

Card Zip Code: _____
(zip of statement address)

Signature: _____

Cancellation Policy

NO REFUNDS. Cancellations and "no shows" will not be refunded. Transfers to future LNHBA, NAHB and NCBI courses are NOT allowed.

Questions? Call 704-664-5622

Online: www.lakenormanhba.com/lnhbauniversity

Registration Deadline: February 3, 2009

PLEASE RETURN TO:

Lake Norman HBA
836-D Williamson Road
Mooresville, NC 28117
Or fax to (704) 664-0290

