
CAREER SKILLS FOR ADMINS

AN INTERACTIVE WORKSHOP FOR ADMINISTRATIVE PROFESSIONALS

Exclusive Enrollment Form

Yes, Jennifer! I'm ready to gain more credibility, increase trust in the office and create a more effective team environment!

I understand that this workshop will give me practical, hands-on, interactive training to increase my career satisfaction and effectiveness.

I'm paying \$350 for the day, which includes breakfast, all handouts and class materials as well as learning in a fun, entertaining and supportive environment. In addition, I'll have a one-on-one coaching call with Jennifer after the class to help me maximize the value I get from the training.

Workshop Date: June 18, 2008 from 9 am to 5 pm

Workshop Location: Reno, Nevada (exact location to follow)

Cost: \$350 for one person; bring a second person for only \$175 more

Please enroll me. Here is my information:

Name: _____

Address: _____

Phone: _____ Email: _____

Payment Type: Visa M/C Amex Discover Exp: _____

Signature: _____

Bringing a friend? If so, total payment will be \$525. Please give us your friend's information below:

Name: _____ Phone: _____

**Complete and fax this form to (775) 674-6477.
We'll be contacting you with details shortly.**