



# Business Management For Business Professionals

**Wednesday,  
February 9, 2011  
8:30 to 5:30 pm**

**HBA Office  
6100 W Main St  
Maryville, IL  
(618) 343-6331 ph**

**Continental  
breakfast and  
lunch are included**

## Instructor: Lonny Rutherford, CAPS, CGR, CGP

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.

**Designation Credit:** CAPS; CGA; CGB; CGP; CGR; Master CSP

**Continuing Education Credit:** CAPS; CGA; CGP; CGB; CGR; CSP; CMP; GMB; Master CSP; MIRM

To register for the HBA University of Housing Courses, please fill out the following information and fax or send it with your payment to the address below. Call the HBASWIL office at 618.343.6331 with any questions.

**Mail to: HBASWIL, 6100 W. Main Street, Maryville, IL 62062  
Fax to: (618) 343-6335 Email to: hba@hbaswil.org**

WWW.HBASWIL.ORG

## Registration Information

Name		HBA Name	
Company		Address	
City	State	Zip	Email Address
Phone		Fax	

## Registration Fees per course

NAHB Member \$200  Non-member \$275

**Payment Information**  Check Made Payable to: HBA  MasterCard/Visa

Credit Card Number	Exp. Date	VIC Code
Name on Card	Signature	

**Payment and Cancellation Information:** Cancellations made in writing 10 days prior to the course will receive a full refund. Those made within 10 days of the course will be subject to a partial refund.



As a graduate of these courses, you will be able to:

- Discuss common business challenges and learn practical tips and tools to overcome them
- Explain the company three basic functions
- List the five main business improvement tools
- Identify methods of recruiting, interviewing, training and retaining quality personnel
- Apply the key measures of business performance to your own business