



# MANITOBA TRUCKING ASSOCIATION

## YOUR GUIDE TO HUMAN RESOURCES

Classes held at MTA offices, 25 Bunting St. Winnipeg. Half-day course begins at 9:00 am.

<b>Contact Information</b>		
Name	Telephone	Email Address
Company	Company Address	
City & Province	Postal Code	Company Fax
Employer Contact	Telephone	Email

**Please forward Registration Form and Payment to:**

Manitoba Trucking Association  
25 Bunting Street, Winnipeg MB R2X 2P5  
Tel. (204) 632-6600 Fax (204) 694-7134

**Please indicate your form of payment:**

- Invoice (MTA members only)
- Cheque enclosed
- Visa     Mastercard

GST Reg. # R103481669

Credit Card Number: \_\_\_\_\_ Expiry Date \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

### Your Guide to Human Resources Course

Please check which date(s) you would like to attend:

- Thursday, February 25 (please register by 4:00 pm, Feb. 18)
- Thursday, May 27 (please register by 4:00 pm, May 20)
- Thursday, August 26 (please register by 4:00 pm, Aug 19)
- Thursday, November 25 (please register by 4:00 pm, Nov 18)

**Fees**  
MTA members: \$150.00 (plus GST) = \$157.50  
Non-members: \$200.00 (plus GST) = \$210.00

Registration fees for this course include the cost of the Canadian Trucking Human Resource Council's *Your Guide to Human Resources: Practical Tips and Tools for the Trucking Industry*

#### \*\*\* REGISTRATION & CANCELLATION POLICY\*\*\*

1. Course registration will close one week (five business days) prior to the course date.
2. Payment must be made in full prior to the class in order to be considered registered for it. Payment can be made by credit card, cash or cheque. Members in good standing can continue to be invoiced for courses; however, the cancellation policy will still apply.
3. All cancellations must be received by the MTA office, either in writing or by phone, one week (five business days) prior to the course date in order to receive a full refund.
4. Any cancellations that occur within one week (five business days) of the course date are subject to a 50% cancellation fee.
5. Any cancellations that occur within 48 hours (two business days) of the course date are subject to a 100% cancellation fee.

This course can be tailored to your company's needs and delivered either at your location or at the MTA offices.

Please contact the MTA for more information about this course:  
[sgreen@trucking.mb.ca](mailto:sgreen@trucking.mb.ca) OR [info@trucking.mb.ca](mailto:info@trucking.mb.ca) OR call 204-632-6600.