



MANITOBA TRUCKING ASSOCIATION

Human Resources Best Practices Course Registration

All classes will be held at the MTA office, 25 Bunting Street, and begin at 9 a.m. unless otherwise indicated.

REGISTRATION

Name _____ Phone _____
Company _____ Company Address _____
City & Province _____ Postal Code _____ Fax _____
Company Phone _____ E-mail _____

Human Resources Best Practices schedule for 2012

- Monday, January 30, 9:00
- Thursday, June 14, 9:00
- Wednesday, November 15, 9:00

Course Fees

- MTA Member: \$75.00 (plus GST) = \$78.75
- Non-member \$110.00 (plus GST) = \$115.50

All participants are required to purchase the training resource for this course, "Your Guide to Human Resources, Vol. 1". \$75.00 + GST = \$78.75

METHOD OF PAYMENT

Invoice (MTA members only) Cheque enclosed VISA Mastercard

Credit Card # _____

Expiry Date _____

Cardholder's Name _____

Signature _____

Forward registration form with payment to:

Manitoba Trucking Association

25 Bunting Street, Winnipeg, MB R2X 2P5

Phone: (204) 632-6600

FAX: (204) 694-7134

***** REGISTRATION & CANCELLATION POLICY*****

1. Course seminar/seminar registration will close one week (five business days) prior to the course/seminar date.
2. Payment must be made in full prior to the course/seminar date 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; 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/seminar date in order to receive a full refund.
4. Any cancellations that occur within one week (five business days) of the course/seminar date are subject to a 50% cancellation fee.
5. Any cancellations that occur within 48 hours (two business days) of the course/seminar 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: info@trucking.mb.ca OR call 204-632-6600.