



Registration for CEU Courses, October 2005 Sacramento, CA

Course Location

Sacramento
Sacramento Chamber of
Commerce
917 7th Street, 95814

Name/Company	_____					
Address	_____					
Phone	_____		Fax			
Email	_____		Type of Facility (circle one)	ARF	GH	RCFE

Discounts

- Sign up for both Problem Employees and Handbooks for \$85/100
- Sign up for both Management/Leadership and Diversity for \$150
- Groups of 3 or more, 10% discount
- Groups of 7 or more, 15% discount

Please check the trainings you'd like to attend. For group discounts, please use a registration form for each participant and submit all registration forms together. **Class sizes are limited – sign up soon to reserve your space!**

- Sacramento** Oct. 6-7 (Thur/Fri), 8:30am-5:30pm, *Selecting, Evaluating and Retaining Employees – 16 units*
Sign up/cancel by Sept. 29: \$150/100% refund. Sign up/cancel after Sept. 29: \$175/50% refund
- Oct. 12 (Wed), 8:30am-12:30pm, *How to Deal with Problem Employees – 4 units*
Sign up/cancel by Oct. 6: \$50/100% refund. Sign up/cancel after Oct. 6: \$60/50% refund.
- Oct. 12 (Wed), 1:30-5:30pm, *Developing Employee Handbooks – 4 units*
Sign up/cancel by Oct. 6: \$50/100% refund. Sign up/cancel after Oct. 6: \$60/50% refund.
- Oct. 13 (Thur), 8:30am-5:30pm, *Management and Leadership at Work – 8 units*
Sign up/cancel by Oct. 6: \$80/100% refund. Sign up/cancel after Oct. 6: \$95/50% refund.
- Oct. 14 (Fri) 8:30am-5:30pm, *Understanding Diversity at the Workplace – 8 units*
Sign up/cancel by Oct. 6: \$80/100% refund. Sign up/cancel after Oct. 6: \$95/50% refund.

Alinea Group

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San Francisco, CA 94107

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800/203-7055 fax
info@alineagroup.com

I don't need to sign up this time but please contact me with updates.

Please mail, along with check made payable to Alinea Group, to 1565 Minnesota Street, San Francisco, CA 94107. For credit card payments, please include your email address; an invoice and payment directions will be emailed to you. **Thank you!**

Phone calls and faxes are welcomed to hold space; payment must be received for confirmation.

\$25 returned check fee.

Subtotal	
Discounts	
Total	