



Business Etiquette

Wednesday, October 29, 2008

4:00 pm - 5:30 pm

Flood & Peterson Insurance, Inc.

4821 Wheaton Drive • Ft. Collins, CO 80525

970-266-8710

Etiquette for Business Professionals & Improving Your Networking Skills Presented by Dena L. Wyatt

Strong personal and professional networks are critical in today's fiercely competitive marketplace.

In this workshop, we'll explore the following:

- Do's and don'ts of business networking.
- Entertaining and relationship building.
- Review real-world strategies for building better business networks.
- Give you the tools to market yourself and your business for maximum benefit.

About Dena L. Wyatt:

Dena Wyatt, Partner, Marketing Evolutions, LLP, helps companies develop and refine their marketing and business development efforts that result in an increase in market share and profits. She has over 15 years experience in the A/E/C industry and is a former Dale Carnegie instructor.

For more information, contact Louise Volpe at 303-832-5812 or lvolpe@abcrmc.org



Rocky Mountain

Registration Form

Please fax to 303-832-5812 or send to ABCRMC, 789 Sherman Street, Suite 370, Denver, Colorado 80203 • 303-832-5812
Class tuition is \$60 per attendee/per class. We have a discounted early bird registration rate of \$50 per class.

Company Name: _____ Contact Person: _____

Contact Phone: _____ Email: _____

Address: _____

Attendees: _____

Payment Type: Check Visa MasterCard CW _____ Invoice - ABC Members Only

Total \$: _____ Exp. Date: _____

Credit Card Number: _____ Signature: _____

Class Scheduling Policy:

ABCRMC reserves the right to cancel a class if insufficient numbers register. ABCRMC may add or reschedule classes as necessary. ABCRMC may be able to customize a class for your company's needs.

Cancellation Policy:

Registration cancellations can be made by phone at 303-832-5812 or email to sjohnson@abcrmc.org no less than 48 hours prior to the class to be entitled for a refund. "Proof of Cancellation" will be sent by return email or fax from the ABCRMC office. All non-cancellations will be responsible for full payment.

Class Fees:

Member cost applies to any company that is a member in good standing of ABCRMC.