

## Business Mastery Series



### Learn and Network - without losing work time!

**Join** other small business owners and professionals who want to grow. Each monthly breakfast session offers an *information-only* presentation from experts in the fields you need to help you grow a sustainable and enjoyable business.

Topics include

- *Making and protecting your profits*
- *Managing your time and information realistically*
- *Creating excellent marketing materials*
- *Providing healthy workplaces*
- *Increasing your planning skills*
- *Offering your products and services so people want to do business with you*
- *Understanding legal issues that affect you and your future*
- *Improving communication and interaction skills*

**Where** *Magnolia Conference room, Peter Becker Community  
800 Maple Avenue, Harleysville, PA 19438*

**When** *Last Thursday of each month, 7-9 am, an economical \$25 per session, including breakfast!  
Say thank you with this excellent gift for your clients, associates and staff  
Discounts: reservations for multiple sessions or for bringing guests*

**Next** *Find out more and reserve your place at the table. Seating is limited.  
Registration deadline is the Monday before each meeting.*

Contact information:

**[www.MasteryCoachingandConsulting.net](http://www.MasteryCoachingandConsulting.net)**

**click on Events**

215-234-0204

***Together we are better!***

**Business Mastery Series**  
**Invest 2 hours a month to ensure your success!**

Name \_\_\_\_\_ Company \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_ Website \_\_\_\_\_  
Profession/Business \_\_\_\_\_ Position \_\_\_\_\_

Guests, name and contact information. They will be contacted separately.

- 1) \_\_\_\_\_  
2) \_\_\_\_\_  
3) \_\_\_\_\_

I am reserving the following seats @ \$25.00/per person per session.

Save 20% by reserving a total of 6 sessions at this time, for you alone or with matching reservations for your guests. Include \$20 per person per session. Registration deadline is the Monday before each meeting. 48 hours notice is required for cancellations.

**Attendees per Session** (\*Note: topics currently scheduled past 6/09 may change, please check the website)

- \_\_\_\_\_ 3/26/09 **You Can't Get Ahead if You're Always Behind.**  
*Turn Time Wasters in Time Savers!*
- \_\_\_\_\_ 4/30/09 **Managing Your Business's Finances.**  
*QuickBooks keeps you organized!*
- \_\_\_\_\_ 5/28/09 **Marketing a Small Business on a Small Budget.**  
*Avoiding Design Pollution*
- \_\_\_\_\_ 6/25/09 **Beat the Clock!**  
*Time management techniques that won't turn into a robot*
- \_\_\_\_\_ 7/30/09 **Leading Yourself, Leading Others**  
*Deliberately cultivate your leadership skills to help yourself and others be their best.*
- \_\_\_\_\_ 8/27/09 **Using Email Effectively**  
*Streamline use by knowing what to write and what not to write*
- \_\_\_\_\_ 9/24/09 **Ready to Launch** *How you plan, prepare and proceed can make all the difference between achieving what you want or an expensive disaster. We'll discuss projects management basics that you'll use forever.*
- \_\_\_\_\_ 10/29/09 **Just Who Do You Think You Are?** *Understanding personality and behavioral temperaments creates positive relationships at home and at work. \*Note, this session requires completion of a short, confidential online assessment at offered at a special-rate additional charge.*
- \_\_\_\_\_ 11/19/09 **Protecting Your Future Economically** *(this is the week before Thanksgiving)*  
*Refresh your knowledge of insurance options to be sure you're protected accurately and economically.*

**No meeting in December.**

**Payments:**

Check enclosed, make payable to Mastery Consulting, mail to 1410 Cedar Lane, Green Lane, PA 18054

Credit Card: Mail or fax this form. Fax: 215-234-0248

You will be contacted via email with a request for payment via credit card. Return of this form holds your reservation until payment is made.

**Business Mastery Refund Policy:** *Credit only and to be used towards future sessions or services.*