



# Foreman Training Registration

This registration form is for the Foreman Training Day Long Class only and does not register you for the Winter Convention, Projects of Distinction Banquet, Safety Conference or any other Day Long class. Every Day Long class has its own registration form that must be completed. The Projects of Distinction Program and Safety Conference are separate functions with their own fees and registration.

## Foreman Training Registration Form

Olympia Resort, Oconomowoc February 18, 2010. Begins at 7:30 AM.

Please read and fill out carefully and either mail or fax to ABC of Wisconsin at 608-244-2401.

### 1. Registrant Information (Three or more registrants registering prior to February 3 may deduct \$10 per person)

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

If a non-member, which member invited you?  
\_\_\_\_\_

### 2. Registration Fees

	Member Fee	Non-Member Fee	Amount
_____ of participants X \$250 each		\$500 each	_____
		Total	_____

Register by February 3, 2010 with 3 or more participants and you can take \$10 off each registrant.

We are registering \_\_\_\_\_ participants prior to February 3rd, 2010.  
Minus \$10 per registrant \_\_\_\_\_

Grand Total \_\_\_\_\_

### 3. Payment Information

(No registration will be processed without payment.)

Check Enclosed (payable to ABC WI)

Credit Card:  Visa  MasterCard

Amount: \_\_\_\_\_ Card Exp. Date: \_\_\_\_\_

Card Number: \_\_\_\_\_

Name on Card: \_\_\_\_\_

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

### 4. Three Ways to Register

Mail this form with check or credit card info to:

ABC of Wisconsin  
5330 Wall Street  
Madison, WI 53718

Fax this form with credit card info to:

ABC of Wisconsin: 608-244-2401

Call us at: 608-244-5883

## Registration Deadlines:

**Room Discount 1/25/2010**

**Early Registration 2/3/2010**

### Registration Policies

Full payment must accompany this registration form. Registration confirmation and detailed convention information will be mailed upon receipt of the completed registration form and full payment. ABC of Wisconsin cannot invoice attendees for fees. Registration will be accepted by phone with credit card payment.

### Cancellation Policies

Cancellations received prior to the end of the day, February 11, 2010 will receive a full refund. No refunds will be given after 5:00 PM, February 11, 2010 and refunds will not be given for no-shows.

### Hotel Reservations

You are responsible for your own hotel reservations. ABC WI has negotiated a room rate of \$109 effective until January 25, 2010. The number to call for reservations is 1-800-558-9573. The web site is www.olympiaresort.com

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**Foreman Training...a one-day seminar packed with useful, up-to-date information a foreman can use right away to save and make money for the company**

*The foreman is the key to the success of any project. While many foremen understand the basics of being a foreman, most have not been exposed to what it takes to have an outstanding career. This presentation teaches the beginning foreman as well as the seasoned foreman how to become the best.*

This foremen training day will cover the following:

- **Skills and Traits Necessary to Achieve Excellence**  
While most foremen naturally possess excellent jobsite skills, all foremen can improve their level of supervisory effectiveness. Discover how to identify the skills and traits of exceptional foremen.
- **Understanding the Concept of Production and Time**  
Foremen cannot achieve greatness until they understand the fundamental concepts of production and time. Explore key components related to productive time, non-productive time and necessary non-productive time.
- **Identifying the Responsibilities Critical to Success**  
Foremen who are not clear about their responsibilities will deliver sub-par performances. Identify these critical responsibilities.
- **Using the Foreman's Management Model to Increase Production**  
Discover the three step process the foreman is expected to use to manage their projects and in turn, manage their workers.

**Olympia Resort  
Oconomowoc**

February 18, 2010  
7:30 AM-3:45 PM

**Early Registration Deadline is  
February 3, 2010**

**Space is limited so register  
early to reserve your spot!**

## **Cost**

**\$250 for ABC WI members  
(Includes lunch and breaks)**

Three or more registrants who register by February 3, 2010 receive \$10 off per person.

## **Presenter**

**Bill Bledsoe**, has done it all! In addition to obtaining a degree in marketing, he has gone from being a laborer and labor foreman; apprentice carpenter; apprentice, journeyman, and foreman electrician, to currently being the CEO of his own electrical company. He has provided many presentations to professional associations (including ABC of WI and ABC National), contractors, and foremen on topics for success.