

June 20<sup>th</sup>, 2015  
9:00am – 4:00pm

## Registration Form

*Succession Planning: It has never been more important to develop and retain talent at every level of the company...and that starts with a redefined perspective for assessing, grooming and placing the right talent throughout the company.*

- Define Business succession planning and its role in your company
- Lay the groundwork to develop a succession plan
- State the importance of mentorship
- Define and use a SWOT analysis to set goals
- Create a plan, assign roles and execute the plan
- Communicate to develop support and manage change
- Anticipate obstacles, and evaluate and adapt goals and plans
- Characterize success

*Trainer: Judith McLean, M.Ed, MSW, expert in mentoring and managing change.*

Company: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Name of Participant (please print clearly)	Name of Participant (please print clearly)

### **Payment Information**

**\$180 1 day course (\$200 non-members) = \_\_\_\_\_ + (5% GST) Total: \_\_\_\_\_**

GST# R121931729

**Method of Payment:** Please bill me (BSIA members only) \_\_\_\_\_ Cheque Enclosed \_\_\_\_\_  
 Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ Card # \_\_\_\_\_ Exp Date: \_\_\_\_\_

Signature \_\_\_\_\_

**Please return registration form with payment enclosed or fax / email back to:  
 #2 – 19299 94<sup>th</sup> Avenue Surrey, BC V4N 4E6 Fax: 604-881-4744 Email: info@bcfca.com**