

The Guam Chamber of Commerce
Small Business Focus & Development Committee
In cooperation with the Guam Small Business Development Center
presents

2008 BUSINESS MANAGEMENT SEMINAR

Managing Growth to ensure Business Success Facilities, Staffing & Finance

As your business grows and the number of employees increase, it is essential to visit human resource issues and standardize employee behavior to support the future success and further growth of your business. Additionally, rapid growth typically requires substantial up-front investment that can challenge the cash flow generated by your business. Learn how to manage growth and plan your facilities to fit your needs, financial capacity and future expansion.

Date: **FRIDAY, FEBRUARY 22, 2008**

Time: **8:00 a.m.** Check-in
8:30 – 11:00 a.m. Seminar

Location: **Fort San Jose, Outrigger Guam Resort**

Guest Speakers:

- Staffing: **Toshie Ito**, Motiva Training & Consulting
- Facilities: **Michael Ady**, M-80 Office Systems, Inc.
- Finance: **Rodney Webb**, Business Counselor, Guam SBDC

Registration Information

Name: _____ Title: _____

Company: _____

Tel: _____ E-mail: _____ Fax: _____

There is no admission fee for Chamber Members however; **seating is limited and based on a first come first served basis**. Please fax this registration form to the Chamber office at 472-6202 no later than 12:00 Noon, Thursday, February 21, 2008

Member Profile:

Type of Business: _____

Business Hours of Operation: _____ Number of Employees: _____

Would you like to receive information on future workshops and events sponsored by the Small Business Focus & Development Committee? [] Yes [] No