



# PMA CORE SCHOOL

## NOVEMBER 19-21, 2018

9 AM – 4:30 PM

### HOTEL NORTH 2 – HAPPY VALLEY-GOOSE BAY

PMA is pleased to bring 3 modules of the Core Program to Labrador! These modules will provide administrative staff and elected officials with the fundamental skills needed to ensure your municipality is running efficiently and effectively.

Please note that this training also qualifies under the Matched Training Financial Assistance program. This program provides a 50/50 cost sharing of eligible expenses, up to a maximum of \$1000.

**Don't miss the opportunity to participate in this Program! All municipal staff and elected officials are encouraged to attend! (A minimum of 15 participants, per course, is required.)**

A nutrition break will be provided in the morning and afternoon. Participants are on their own for lunch.

**Simply check the module (s) you wish to register for:**

- |                       |                 |  |
|-----------------------|-----------------|--|
| <u>      </u> Nov. 19 | <b>Module 1</b> | <b>Roles/Responsibilities/Relationships</b>          |
| <u>      </u> Nov. 20 | <b>Module 2</b> | <b>Municipal Office Administration</b>               |
| <u>      </u> Nov. 21 | <b>Module 3</b> | <b>Cash Handling/Budgeting/Financial Evaluations</b> |

### REGISTRATION INFO REQUIRED

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

Municipality: \_\_\_\_\_ Length of time with Municipality: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

**The registration fee for EACH module is \$171.35 (\$149.00 +HST)**

**PLEASE FORWARD PAYMENT AND REGISTRATION FORM TO: Fax # 709-726-6408**

**MAKE CHEQUE PAYABLE TO: PMA**

**Deadline to register is NOON Friday, Nov. 9, 2018.**

**Cancellations made after this date will NOT receive a refund.**