



# MERIT SHOP BUILDERS & CONTRACTORS SEMINAR

ANOTHER SEMINAR SPONSORED BY YOUR VIRGINIA ABC  
MANAGEMENT EDUCATION & SAFETY TRAINING COMMITTEE

## A LUNCHEON SEMINAR PROGRAM

PROGRAM: **A SPECIAL LUNCHEON FOR CONSTRUCTION SECRETARIES**

FEATURING: **JEFFREY P. DAVIDSON**  
● CERTIFIED MANAGEMENT CONSULTANT  
● 1983 MEDIA ADVOCATE OF THE YEAR  
● PUBLISHED AUTHOR & SPEAKER

WHEN: **FRIDAY, NOVEMBER 30, 1984**

WHERE: **SPRINGFIELD HILTON HOTEL**  
6550 LOISDALE ROAD  
SPRINGFIELD, VA

TIME: **12 NOON to 2 P.M.**

TOPIC: **SECRETARIES: A VITAL PART OF YOUR TEAM**  
● Managing cycles of productivity  
● Preparing for deadlines, crises  
● Eight ways to stay on top  
● How to find information quickly  
● Recognizing marketing leads  
● Promoting the firm

COST: **\$22 PER MEMBERS:**  
\$40 PER NON MEMBER (PRICE INCLUDES LUNCH)



RESERVATIONS NECESSARY. SEND FORM BELOW OR CALL THE VIRGINIA ABC OFFICE  
AT (703)941-8281 BY WEDNESDAY, NOVEMBER 28, 1984.