



# The Essentials of Human Resource Management

Use this form to register—Please print clearly

Name (include middle initial): \_\_\_\_\_

SS #: \_\_\_\_\_ Birthday ( - - / - - / - - - - ): \_\_\_\_\_

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

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

E-Mail Address: \_\_\_\_\_

Phone-Day: \_\_\_\_\_ Night: \_\_\_\_\_ Fax: \_\_\_\_\_

Occupation: \_\_\_\_\_ Company Name: \_\_\_\_\_

## COURSE SESSIONS AND TIMES

Location: Barry University –  
Miami-Dade County/Miami Shores

**Dr. Marilyn Jenkins, instructor**  
**Saturdays November 7 & 14**

Mail or fax registration form to:  
Barry University-  
Desiree Carvalho  
11415 NE 2<sup>nd</sup> Avenue,  
Miami Shores, FL 33161  
Phone: 305-899-3327  
Fax: 305-899-3346  
e-mail: [dcarvalho@mail.barry.edu](mailto:dcarvalho@mail.barry.edu)

Saturday sessions are scheduled from 8:30 a.m. – 5 p.m.

Exact location will be provided upon confirmation of registration or a week prior to the first day of class.

SHRM Member #/Chapter name OR Barry Alumni Student ID# (if applicable): \_\_\_\_\_

Name of your training and development officer: \_\_\_\_\_

How did you learn about our program(s)? \_\_\_\_\_

All materials are included in the price of the course.

**SHRM members and Barry Alumni \$650**

**Or**

**Non-Members: \$700**

### INDICATE METHOD OF PAYMENT:

Check is enclosed (Payable to Barry University)     Bill my company (**letter of authorization required on company letterhead.**)

**Charge to:**     Visa     Amex     MasterCard    Authorization Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code # (3 digit on back or 4 digit on front of AM EX): \_\_\_\_\_

Card Holder Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Registration will be limited on a first-come first-served basis. A letter of confirmation and map indicating exact location will be sent one week prior to the start of the program. If you register late or do not receive a confirmation letter by the end of the week before the start of the course, be certain to contact your site contact listed above.**

**CANCELLATIONS: a request to cancel must be made at least one week prior to the start of a program. Initial requests to cancel may be made by phone, but refunds may not be processed until a written request is received at least a week prior to the first day of the program. If we are asked to bill a company and the registrant does not attend, the company will be billed unless the registration is cancelled in advance. Barry University reserves the right to cancel any class because of insufficient registration.**