

## MSEA's PRESENTS

### "A Practice Management Workshop"

Whether you have been in practice for years or are just starting out; whether you're a sole or large practice tax practitioner; you will benefit from attending.

To succeed in today's marketplace one must have a working knowledge of practice management:

Tax planning

Tax Research

Writing a business plan

Hiring and training employees

Office procedures

Technology

Our speakers have a wide range of experience and knowledge and will provide you with real life examples and practical tools.

Bob Duitz, EA

Stan Skelton, EA

Janet Grindy, EA

Joe Salazar, EA

Marcel Camacho EA CFP

Torie Charvez, EA

Randy Elder, EA CPA, PFS

Jan Telesky, EA

Date: Friday November 11, 2011

Time: Registration 7:30a.m., class 8:00 a.m. – 5:00 p.m.

Location: Campbell Community Center, 1 West Campbell Ave, Campbell

Cost: \$150 (Members); \$170 (Non-Members & walk-ins)

Includes a continental breakfast and box lunch (Speakers will meet at your tables during lunch for further discussion and answering of questions)

To Register go on line at <https://www.123signup.com/calendar?Org=missioneas>

For further information contact MSEA Office at 1-800-832-6732

(1080 Minnesota Ave. #1, San Jose, CA 95125)

Cancellation Policy: To qualify for a refund, fax or call at least 48 hours prior to function. No cash refunds will be provided. A credit voucher will be issued; good towards any MSEA function within one year of this function.