

## **Automotive Service Association Midwest**

Now serving Missouri, Kansas, Iowa, Nebraska, Arkansas and Oklahoma

## **Lincoln Area**Automotive Service Professionals

## Shop Policy & Procedures: Manual Workshop



Tuesday, February 27, 2018 6:30 - 8:30 pm

**LOCATION:** 

inMOTION Auto Care 131 Russwood Pkwy. Lincoln, NE 68505

ASA-Midwest members - \$25 Non-Members - \$35

Includes dinner & training RSVP by February 22nd

**Jump start your shop manuals!** 

Need help getting started with your shop's handbook, policy or procedural manuals? Already have them? When was the last time they were updated? Join the Lincoln area this February to get your shop manuals in line!

Clear policies and procedures are an essential element to creating common practices and expectations among your employees. This workshop will help you to start building your manuals, as well as compare revise and update the manuals your shop has on file and how to keep them up to date! Come prepared with the manuals you currently have on file, as well as any resources you may want to share with the other attendees.

Sign up today!

	Registration Form	
Company:	Phone:	
Attendees:		
Credit Card:		
Name on the Card	l:	
Exp. Date:	CVC Code:	
Billing Address: _	Zip:	
	Fax to 816.817.2260 Or call ASA-Midwest at 816.413.9800	

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