# ORDER FORM SPECIAL

## **CORPORATE PUBLICATIONS, MP4 VIDEOS AND PRESENTATION NOTES**

FOR PROFESSIONALS, DIRECTORS, MEMBERS, COMPANY SECRETARIES, LECTURERS AND STUDENTS

### MAKE IT YOUR OWN WITH YOUR LOGO & CONTACT DETAILS

- PAYMENTS TO BE MADE BY EFT / DIRECT BANK TRANSFER BY COMPLETING THIS FORM OR VIA INSTANT EFT
  or CREDIT CARD ONLINE AT: <u>www.profitpointsolutions.com/publications</u>
- HARD COPY VERSION IS AVAILABLE WITH PLAIN COVERS OR CUSTOMISED WITH YOUR BUSINESS LOGO ON OUTSIDE OF FRONT AND BACK COVERS
- CUSTOMISED BOOKS: MIN. QUANTITY OPTIONS: 10 OR 20 PER BUSINESS (no extra charge for artwork)
  - **SOFT COPY E-BOOKS NOW AVAILABLE!** COVER INCLUDES YOUR LOGO / CORPORATE PROFILE (NO PLAIN COVERS PERMITTED) NO EXTRA CHARGE TO YOU FOR PERSONALISED DESIGN AND ARTWORK!
- PRESENTATION NOTES ARE SOFT COPY (ELECTRONIC, PDF) SENT BY EMAIL
- VIDEOS ARE MP4 DOWNLOADS (ELECTRONIC) SENT BY EMAIL

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#### **FORTHCOMING PUBLICATIONS:**

- QUESTIONS AND ANSWERS FOR COMPANY SECRETARIES
- QUESTIONS AND ANSWERS ON CORPORATE GOVERNANCE
- QUESTIONS AND ANSWERS ON BUSINESS, BRAND, COMPANY AND COMMERCIAL PROPERTY VALUATIONS

# WE THANK YOU FOR YOUR BUSINESS

# BOOKS ORDER FORM (COMBOS ON NEXT PAGE)

COLUMN A: HARD COPY - COVID-19 SPECIAL (incl.VAT)

**COLUMN B**: **HARD COPY** - **NORMAL PRICE** (incl.VAT)

COLUMN C: E-BOOK SOFT COPY - COVID-19 SPECIAL (incl. VAT)

COVID-19 SPECIAL is valid until 30 September 2020

ALL BELOW PRICES are per UNIT

ALL BELOW PRICES include VAT

**COLUMN D**: **E-BOOK SOFT COPY - NORMAL PRICE** (incl. VAT) © Genesis Corporate Services - T&Cs apply.

DESCRIPTION	ORDER	A	В	C	D	QTY	TOTALS	
NOTES ON SOUTH AFRICA	N COMPANIES	ACT (3rd Ed	) incl. Integrat	ed Companies A	ct – 1800 pgs (E	35 handbook)		
PLAIN COVER	Minimum 1	R 875.00	R 995.00					
YOUR COVER	Minimum 10	R 835.00	R 945.00	R 2695.00	R 2995.00			
YOUR COVER	Minimum 20	R 795.00	R 895.00					
QUESTIONS & ANSWERS (	ON SOUTH AFR	ICAN COMPA	NIES ACT (3	<b>rd Ed)</b> – Over 5	00 Q&As (> 500	pgs, A5)		
PLAIN COVER	Minimum 1	R 645.00	R 695.00					
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YOUR COVER	Minimum 20	R 555.00	R 615.00					
				INDING-UP AN				
7				npanies & CCs, tl	he BR Plan, BR P	ractitioner &	Liquidator (>750 pgs, A5)	
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YOUR COVER	Minimum 10	R 545.00	R 595.00	R 1795.00	R 1995.00			
YOUR COVER	Minimum 20	R 495.00	R 545.00					
	Access to Infor				he Protection of	Personal Info	rmation Act (POPI) and	
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YOUR COVER	Minimum 10	R 495.00	R 555.00	R 1795.00	R 1995.00			
YOUR COVER	Minimum 20	R 455.00	R 515.00					
DIRECTOR'S HANDBOOK			1		ı		'	
Over 1750 Q&As for Compan	y Directors and	Prescribed Off	icers on the Co	ompanies Act and	d Corporate Gov	ernance (> 1	500 pgs, A5)	
PLAIN COVER	Minimum 1	R 975.00	R 1075.00					
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VRAE EN ANTWOORDE OO	R DIE SUID-AF	RIKAANSE N	MAATSKAPPY	<b>WET</b> – Meer as	450 V&A (500 bl	adsye A5)		
PLAIN COVER	Minimum 1	R 495.00	R 545.00					
YOUR COVER	Minimum 10	R 470.00	R 515.00	R 1795.00	R 1795.00 R 1995.00			
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QUESTIONS AND ANSWERS FOR AUDITORS AND ACCOUNTANTS  Over 365 Q&As on the Companies Act + Auditing Profession Act as amended (> 500 pgs, A5)								
				ueu (> 500 pgs,	<i>N3)</i>			
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YOUR COVER YOUR COVER	Minimum 10 Minimum 20	R 470.00	R 515.00 R 495.00	K 1/95.00	R 1995.00			
QUESTIONS AND ANSWER				UNITING OFFIC	EDC AND MEM	REDS OF Cod		
Over 450 Q&As on the Comp						BERS OF CCS	•	
PLAIN COVER	Minimum 1	R 495.00	R 545.00					
YOUR COVER	Minimum 10	R 470.00	R 515.00	R 1795.00	R 1995.00			
YOUR COVER	Minimum 20	R 445.00	R 495.00					
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CIPC ENFORCEMENT COME	PLIANCE CHEC	KLIST: STATU	TORY DISCLO	SURES MASTERO	CLASS BOOKLET			
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# COMBOS ORDER FORM (SINGLES ON PREVIOUS PAGE)

COLUMN A: HARD COPY - COVID-19 SPECIAL (incl.VAT)
COLUMN B: HARD COPY - NORMAL PRICE (incl.VAT)

COLUMN C: E-BOOK SOFT COPY PDF\* - COVID-19 SPECIAL (incl. VAT)
COLUMN D: E-BOOK SOFT COPY PDF\* - NORMAL PRICE (incl. VAT)

COVID-19 SPECIAL is valid until 30 September 2020

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YOUR COVER	Minimum 10	R 1255	R 1415	R 3895	R 4295		
	Minimum 20	R 1195	R 1315				
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YOUR COVER	Minimum 10	R 995	R 1045	R 3195	R 3545		
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COMBO 4: VALUATIONS HAN	NDBOOK + QUES	STIONS & ANS	WERS FOR AU	DITORS AND AC	COUNTANTS		
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YOUR COVER	Minimum 10	R 995	R 1045	R 3195	R 3545		
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COMBO 7: QUESTIONS & AN	NSWERS ON POP	I AND PAIA +	Q&As ON SA	COMPANIES ACT	Γ 3rd Ed (in Eng	lish or Afrika	ans)
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# **GENESIS CORPORATE PUBLICATIONS**

for Company Directors, Members of CCs, Professionals, Lecturers & Students (subject to e&o)

For a practical analysis and explanations of the major topics on the New Companies Act and Close Corporations Act including the Integrated & Consolidated Companies Act

NOTES ON SOUTH AFRICAN
COMPANIES ACT HANDBOOK (3rd Ed)

Over 2000 questions for Directors & Prescribed Officers on the new Companies Act, answered!

QUESTIONS AND ANSWERS FOR COMPANY DIRECTORS AND PRESCRIBED OFFICERS

Over 365 questions on the new Companies Act & Auditing Profession Act, answered!

QUESTIONS & ANSWERS FOR AUDITORS AND ACCOUNTANTS THE COMPANIES ACT AND AUDITING PROFESSION ACT

Including the Auditing Profession Act, 26 of 2005 and amendments from the Auditing Profession Amendment Act, 2 of 2015!

Over 2500 questions for Company Secretaries on the new Companies Act, answered!

QUESTIONS & ANSWERS FOR COMPANY SECRETARIES ON THE COMPANIES ACT

Over 500 questions on the Protection of Personal Information Act and the Promotion of Access to Information Act, answered!

QUESTIONS & ANSWERS ON POPI AND PAIA

# QUESTIONS & ANSWERS ON SOUTH AFRICAN COMPANIES ACT\* (3<sup>rd</sup> Ed)

Over 500 questions on the new Companies Act, Companies Amendment Act and Companies Regulations, answered!

\* Now also available in Afrikaans

VRAE EN ANTWOORDE OOR DIE SUID-AFRIKAANSE MAATSKAPPYWET

Over **600 questions** on **Business Rescue and Winding-up**, **answered**!

QUESTIONS & ANSWERS ON BUSINESS RESCUE AND WINDING -UP AND THE PRACTITIONER

Including Chapters 2 and 6 from the Integrated and Consolidated Companies Act, 71 of 2008 and Chapter 14 of Companies Act, 61 of 1973, Part 9 from the Integrated and Consolidated Close Corporations Act, 69 of 1984 and Selected Case Law

Over 450 questions for Accounting Officers & Members of CCs on the new Companies Act and Close Corporations Act, answered!

QUESTIONS & ANSWERS FOR ACCOUNTING OFFICERS & MEMBERS OF CCs ON THE COMPANIES ACT AND CLOSE CORPORATIONS ACT

Including the Close Corporations Act of 1984 and amendments from the Close Corporations Amendment Act 2005 and Close Corporation Administrative Regulations

### **VALUATIONS HANDBOOK**

BUSINESS, BRAND, COMPANY & COMMERCIAL PROPERTY VALUATIONS

Including Integrated Due Diligence, Company Valuation Goodwill, Brand, IP and Commercial Property Valuation Case Studies. Author: Dr John W. Hendrikse



## **GENESIS TRAINING**

MP4 VIDEOS, WEBINAR RE-WATCH AND PRESENTATION NOTES

### **VIRTUAL AND IN-HOUSE TRAINING AVAILABLE**

# SERIES 1: BUSINESS LEGISLATION AND CORPORATE GOVERNANCE SERIES

- CIPC Companies Enforcement Compliance Checklist: Statutory Disclosures
- King IV<sup>™</sup> Made Easy: Principles and Recommended Practices
- 3. Corporate Governance Made Easy
- Companies Act Fundamentals, the MOI and Public Interest Score
- Companies Act Update and Companies Amendment Bill Made Easy
- 6. PoPI Made Easy including the new 2018 PoPI Regulations
- 7. Types and Categories of Companies: Profit versus Non-Profit Companies (NPCs, NPOs, NGOs and PBOs)
- 8. Shareholder Governance, Shareholder Matters and the Shareholders Agreement
- Close Corporations Made Easy and Impact of the New Companies Act on CCs
- Fundamental Transactions Made Easy: Fundamental and Affected Transactions and Regulated Companies, Mergers, Acquisitions, Disposals, Offers, Schemes of Arrangements and Squeeze-Outs
- 11. 3 in 1 Compliance: Consumer Protection Act (CPA), PoPI and PAIA
- 12. Corporate Tests of the new Companies Act and Failure Prediction
- 13. Labour Law Made Easy

# SERIES 2: BUSINESS, BRAND, EQUITY AND PROPERTY VALUATIONS SERIES

- Business Valuation Challenges, Strategic Decisions and Rigged Valuations
- 2. Business Valuation Methods
- 3. Valuations and Risk Assessment
- 4. Business Valuations and Tax Implications
- 5. Valuation of Intangible Assets and IP Rights
- 6. How to Value a Trust
- 7. How to Value a Start-up Business and New Venture
- 8. How to Value Goodwill
- 9. How to Value a Professional Practice
- 10. How to Value an ICT Company and Software
- 11. Business Valuations Process: Step-by-Step
- 12. Commercial and Investment Property Valuations Process: Step-by-Step
- 13. How to Critically Analyse and Audit a Valuation Report
- 14. Business Valuation Cases Part 1: Legal Entity and Ownership, Sole Proprietorships, Partnerships, SBC, Family Owned, Owner Managed, Personal Services, Farming, Fishing, Mining, Insurance and Brokerage, Health Spa and Exercise Gym
- 15. Business Valuation Cases Part 2: Private v Public Company, Majority v Minority Shareholders Interest, ICT and Software Company, Hospitality Hotels and Resorts, B&Bs, Medical Practice, Professional Practice, Construction and Property Development, Marketing and Advertising, Capital Intensive v Labour Intensive v IP Intensive

## SERIES 3: BOARD, DIRECTOR AND BOARD COMMITTEE SERIES

- 1. New Director Induction
- 2. Directors and Prescribed Officers Duties and Liabilities (Roles and Responsibilities)
- Directors, Prescribed Officers and Executive Management Election, Appointment, Remuneration, Removal, Resignation, Retirement and Vacancies
- 4. Directors Toolkit, Skills Assessment and Board Pack
- Board Committees Made Easy: The Big 5 SECOM, Audit, Risk, Remuneration and Nomination Committees
- 6. Audit Committee Policies and Procedures
- 7. Risk Committee Policies and Procedures
- 8. Social and Ethics Committee (SECOM) Policies and Procedures
- 9. Board and Board Committees Performance Appraisals

# SERIES 4: FINANCIAL MANAGEMENT, BUSINESS PERFORMANCE, RISK MANAGEMENT AND STRATEGY SERIES

- How to Read Financial Statements: Finance for Non-Financial and Financial Professionals and Managers
- 2. Finance Fundamentals including Financial Statement Analysis, Financial Ratio Analysis and Financial Literacy
- 3. 6 Ways to Double Your Profits
- 4. How to Strengthen the Balance Sheet
- 5. Financial Planning Risk Assessment Return versus Risk
- 6. Business Health Check and Financial Health Check
- Integrated Due Diligence and Buying and Selling a Business
- 8. Strategy Planning and the Winning Business Model
- Strategic and Enterprise Risk Management (SRM + ERM): Internal Controls, Internal Audit, Risk Committee and the Risk Management Plan
- 10. Business Continuity and Succession Planning
- 11. Professional Practice Management Best Practices and Ethical Standards including the IESBA Code and Money Laundering Red Flags
- 12. Mergers and Acquisitions Made Easy
- 13. Debt versus Equity Decision: Financing Strategy and Structure, Capital Budgeting, Financial Risk and what's wrong with WACC?
- 14. Working Capital Management Best Practices: How to Reduce Bad Debts
- 15. Performance Management and the Balanced Scorecard
- 16. Franchising Made Easy

#### **SERIES 5: ENTREPRENEURSHIP SERIES**

- 1. How to Start your Own Business
- 2. How to Develop a Marketing and Sales Plan
- 3. How to Develop a Financial Plan
- 4. How to Manage Cash Flow in your Business
- 5. How to Motivate and Manage your Employees
- 6. How to Develop a New Business Model
- 7. How to Develop a Daily Dashboard for your Business
- How to Survive and Succeed in a Recession and SME Toolkit
- 9. 1 Year Survival and Strategy Plan for your Business

## **GENESIS TRAINING**

MP4 VIDEOS, WEBINAR RE-WATCH AND PRESENTATION NOTES

### **VIRTUAL AND IN-HOUSE TRAINING AVAILABLE**

#### **SERIES 6: CIPC COMPLIANCE SERIES**

- ABC of CIPC Enforcement Compliance Checklist: Why, What, Who, Which, When, Where, How
- 2. Compliance Year Unpacked : Compliance Timelines and the Compliance Return
- Assurance Levels and the CIPC Enforcement Compliance Checklist
- 24 Mandatory Companies Act Sections of the CIPC Compliance Checklist Part 1: MOI, Administration and Secretarial Compliance
- 24 Mandatory Companies Act Sections of the CIPC Compliance Checklist Part 2: Board, Directors and Prescribed Officers Compliance
- 6. 24 Mandatory Companies Act Sections of the CIPC Compliance Checklist Part 3: S&L Test and Financing Compliance
- 24 Mandatory Companies Act Sections of the CIPC Compliance Checklist Part 4: Corporate Governance and Board Committees Compliance
- 8. 24 Mandatory Companies Act Sections of the CIPC Compliance Checklist Part 5: Accounting, Financial Statements and Assurance Compliance
- 24 Mandatory Companies Act Sections of the CIPC Compliance Checklist Part 6: Non-Profit Companies (Schedule 1) Compliance
- 10. CIPC Enforcement Checklist Compliance Due Diligence and Reasons for Non-Compliance
- 11. CIPC Enforcement Compliance Checklist for the Finance Function Masterclass (Auditors, Accountants and Fiduciaries)

## SERIES 7: FIDUCIARIES, FINANCIAL PLANNING, ESTATES, WILLS AND TRUSTS SERIES

- 1. Estates versus Trusts
- 2. Estate Planning Made Easy: How to Protect your Estate and Minimise Estate Duty
- 3. Wealth Balance Sheet Analysis
- 4. Estate Planning and Administration of Estates Made Easy
- 5. Trust Governance and Trust Administration
- Personal Financial Planning Made Easy: Investment Opportunities and Options - How to Protect your Wealth & Grow your Wealth
- 7. Wills Made Easy and How to Draft a Will
- 8. Trusts and Tax Made Easy
- 9. All Taxes on Death Explained

## SERIES 8: BUSINESS RESCUE AND TURNAROUNDS SERIES

- 1. Business Rescue, Winding-up and Turnarounds Made Easy
- 2. How to Draft a Business Rescue Plan
- 3. Valuations and Business Rescue
- 4. Business Model and Business Rescue
- 5. Business Rescue versus Liquidations
- 6. Business Rescue and Turnaround Options
- 7. Business Rescue and Restructuring
- 8. Business Rescue Practitioner's Toolkit

#### **SERIES 9: B-BBEE SERIES**

- 1. B-BBEE Made Easy: B-BBEE in a Nutshell
- 2. B-BBEE Ownership Principles and Scorecard
- 3. B-BBEE Ownership Types and Structures
- 4. B-BBEE Ownership and Automatic BBBEE Status
- 5. B-BBEE Ownership and Use of Trusts

#### **SERIES 10: TAXATION SERIES**

- 1. ABC of VAT Part 1: VAT (Value Added Tax) Made Easy
- ABC of VAT and TAX Part 2: Tax Administration, PAJA, Disputes, Objections and Appeals
- 3. Small Business Corporation Tax (SBC) Made Easy
- Everything you Need to Know about Tax Assessments and Assessed Losses
- 5. Managing Tax Liability and Tax Payments

#### **SERIES 11: IFRS AND ASSURANCE SERIES**

- 1. Audit versus Independent Review
- IFRS for SMEs Made Easy Part 1 Key Concepts and Principles, Understanding the Statements of Financial Position, Comprehensive Income, Cash Flows, Equity, Retained Earnings and Notes to the Financial Statements
- 3. IFRS for SMEs Made Easy Part 2 Accounting Policies, Estimates and Errors, Basic Financial Instruments, Other Financial Instrument Issues, Inventories, Investment in Associates, Investments in Joint Ventures
- IFRS for SMEs Made Easy Part 3 Investment Properties, Properties, Plant and Equipment, Intangible Assets other than Goodwill, Business Combinations and Goodwill and Leases
- IFRS for SMEs Made Easy Part 4 Provisions and Contingencies, Liability and Equity, Revenue
- 6. IFRS for SMEs Made Easy Part 5 Government Grants, Borrowing Costs, Share-based Payments, Impairment of Assets, Employee Benefits
- 7. IFRS for SMEs Made Easy Part 6 Income Tax, Foreign currency translation, Hyperinflation, Events after the end of the reporting period, Related party disclosures, Specialised activities and Transition to IFRS for SMES
- 8. IFRS 15: Revenue from Contracts with Customers
- 9. IFRS 16: Leases
- 10. IFRS 9: Financial Instruments Part 1 Classification and Measurement
- 11. IFRS 9: Financials Instruments Part 2 Impairments
- 12. IFRS 17: Insurance Contracts Part 1
- 13. IFRS 17: Insurance Contracts Part 2
- **Videos** = MP4 Download (by email). DVD available on request
- Video [Re Watch] via online streaming available.
- Presentation Notes = Electronic soft copy (sent by email).
   Hard copies couriered on request.
- Prices and Combo Specials viewable online or request order form. Order online at www.genesiscorporate.biz or email info@genesiscorporate.biz or phone +27(0)21 782-0765 | +27(0)82 820 5338
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## **GENESIS VIDEOS & NOTES PRICING SCHEDULE**

## MP4 VIDEOS, WEBINAR RE-WATCH AND PRESENTATION NOTES

#### **SINGLES: Presentation Notes and Videos**

- PRESENTATION NOTES\*: Electronic soft copy PDF notes
   R 550 incl. VAT (except King IV™ and Masterclasses: R 750 incl. VAT)
- MP4 VIDEO DOWNLOAD\*: Your own copy to keep, no time limit + Notes + CPD
  R 1500 incl. VAT (except King IV™ and Masterclasses: R 2500 incl. VAT)
- WEBINAR RE-WATCH UNLIMITED\*: Online Streaming, no time limit + Notes + CPD
   R 1500 incl. VAT (except King IV™ and Masterclasses: R 2500 incl. VAT)
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Please CIRCLE and List Series Name(s) and Corresponding Number(s) from pages 5 & 6

TOTAL DUE (incl.VAT) List Series Name & Corresponding Number

#### COMBOS: Presentation Notes "Mix-and-Match"

COLUMN A: COVID-19 SPECIAL valid until 30 September 2020 (including VAT)

COLUMN B: **Normal Price** (including VAT)

COMBOS: Presentation Notes "Mix-and-Match"	A	В	TOTAL
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• 3 in 1 COMBO: Choose any 3	R 1750	R 1950	
• 5 in 1 COMBO: Choose any 5	R 2925	R 3250	
• 7 in 1 COMBO: Choose any 7	R 4095	R 4550	
• 10 in 1 COMBO: Choose any 10	R 5850	R 6500	
TOTAL DUE (incl.VAT) List Series Name & Corresponding Number			

### COMBOS: Training Videos "Mix-and-Match"

COLUMN A: MP4 Downloads\* OR Unlimited Webinar\* Video + Notes + CPD: COVID-19 SPECIAL (incl.VAT)
COLUMN B: MP4 Downloads\* OR Unlimited Webinar\* Video + Notes + CPD: NORMAL PRICE (incl. VAT)
COLUMN C: 30 Day Webinar\* Video + Notes + CPD: COVID-19 SPECIAL (incl. VAT)

COLUMN D: **30 Day Webinar\*** Video + Notes + CPD: **NORMAL PRICE** (incl. VAT)

COMBOS: Training Videos "Mix-and-Match"	A	В	C	D	TOTAL
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• 3 in 1 COMBO: Choose any 3	R 5400	R 6000	R 2095	R 2325	
• 5 in 1 COMBO: Choose any 5	R 9000	R 10000	R 3495	R 3875	
• 7 in 1 COMBO: Choose any 7	R 12600	R 14000	R 4895	R 5425	
• 10 in 1 COMBO: Choose any 10	R 18000	R 20000	R 6995	R 7750	
TOTAL (incl.VAT) List Series Name & Correspon. Number	R		_		

<sup>\*</sup> CAVEAT: PDF Notes and videos emailed on presentation of training topic

Delegate Notes from the Webinar Presentation sent as a Download (PDF). Hard copy can be sent on request subject to additional costs.