

Is Your Business Future-Ready?



Be a Catalyst in Building Businesses to Scale As a Certified Executive Business Builder

The Certified Executive Business Builder has specialized skills to coach business leaders.

You too can help business leaders to create and implement strategies, processes and plans that develop and enable business growth. Or use this educational opportunity - conveniently from home or office - to scale your own enterprise to its greatest potential. **The benefits are invaluable:**

- Build value in your business while you increase revenues and expand your client base
- Create the strategy, policies and procedures, and best practices required to build a future-ready business
- Access the mentorship you need to build solid business foundations
- Position your enterprise for future growth and transition
- Tap into a powerful network of inspirational, like-minded people

Take an outstanding educational program designed for busy business builders just like you!



BUILD A VALUABLE GROWTH-ORIENTED BUSINESS
ENROL TODAY IN THE EXECUTIVE BUSINESS BUILDER PROGRAM

The Executive Business Builder Program is for:

- **Anyone who needs foundational knowledge** on business planning and structure development to support business growth plans
- **Business builders** set well on a defined path but who would benefit from new business challenges, personal coaching and a vibrant business owner network
- **Energetic innovators** who want to embrace change, reposition their firms and build new high value, market-driven enterprises
- **Owner-managers** who want to join other dynamic business leaders at the annual Executive Business Leadership Retreat
- **Entrepreneurial employees** who want to take the leap and lean in to their dream of becoming an owner-manager themselves

**This program will help you build your own business and that of your clients, too:**

You too can nurture and develop a business that aligns with your vision for future growth and transition, or use your qualifications to help other business leaders do so.

Graduates of this program are licensed to use the methodology and materials taught in the Certified Executive Business Builder Program, for one year after graduation. Thereafter, an update of skills will be required. Attend the annual Business Builder Retreat or equivalent online program.

**MEMO FROM EVELYN JACKS, PRESIDENT OF KNOWLEDGE BUREAU**

It gives me great pleasure to invite you to participate in this new program of studies from Knowledge Bureau. Join the ranks of business owners from coast-to-coast who strive to build solid enterprises poised for the future and solidly anchored to grow. You'll learn online, at your own pace and on a schedule that complements your busy life. But you'll also tap into opportunities for executive coaching and peer-to-peer networking with people just like you who share... leadership. Join us today and begin a new chapter in your business journey. It's a great way to meet people, just like you, who share a passion for business building and community leadership.

Sincerely,

Evelyn Jacks

Study in Convenience of Your Home or Office Online

BUILDING BUSINESS FOUNDATIONS

- **STRATEGIC BUSINESS PLANNING** – How to build a great organization with focused decision-making and outstanding financial success. Learn expert business planning strategies that support... investment.
- **OPERATIONAL FOUNDATIONS TO SUPPORT BUSINESS GROWTH** – Learn how to structure the core operations departments required to build and manage a company including finance, administration, sales, marketing and staffing as well production to grow a market-driven business someone will eventually buy.

BUILDING BUSINESS EQUITY

- **BUSINESS LAW & CONTRACTS** – Every company requires the interaction with legal talent to develop contracts with the various stakeholders it interacts with. This course provides the background information business owner need to understand basic contractual agreements and templates for engagements with customers, sub-contractors and employees.
- **MARKETING MASTERY FOR BUSINESS BUILDERS** – In this practical course learn how to establish and articulate your ten key principles in marketing your business, a process for developing communications strategies and tips on branding a sustainable enterprise.

BUILDING BUSINESS LEADERS

- **BUSINESS LEADERSHIP, CULTURE AND CONTINUITY** – Learn how to invest in the people who work with you to create an innovative culture in which all stakeholders in the success of the organization are focused and working in unison. Build up a new generation of leaders for the future.
- **BUSINESS BUILDERS RETREAT** - As a final step in the program, and as an annual refresher, join business owners from coast-to-coast for a one day, informal retreat that will inspire you, help you hone your leadership skills and share sensitive business issues you wouldn't discuss with family or other employees. It's a new addition to Knowledge Bureau's Distinguished Advisor Conference!



"In today's ever changing business world, all businesses large or small need to continue to grow and scale up in order to keep pace with their clients' needs and retain top talent. In fact, growth is not an option! Knowledge Bureau's Executive Business Builder Courses can help you achieve the success you are looking for. They provide a straightforward road-map to help leaders (and aspiring leaders) cover all the bases required to move their business forward"

Joanne Sigurdson, Author, Business Leadership, Culture and Continuity

"You may have the expectation that your business will ultimately be worth something on transition. But, to make this a reality, your firm cannot be dependent on you the leader only. It is important to demonstrate that systems and knowledge reside in the firm, that it has a strong position in its marketplace and vibrant, recurring revenues. This program can help you build the foundations to make that happen."

Jenifer Bartman, Author and Instructor, Building Business Foundations Program



IDENTIFICATION

Name (first/last): _____
 Current Designations: _____ Company: _____
 Address: _____ City: _____ Province: _____
 Postal Code: _____ Email: _____ Fax: _____
 Phone #'s (home/mobile/work): _____
 Referred by: _____ Student ID#: _____

CHOOSE PROGRAMMING

To specialize select 4 courses in your preferred discipline plus two others from any program.

TECHNICAL SKILLS MASTERY

☐ DFA - Personal Tax Services Specialist™

- ☐ Income Tax Filing Fundamentals
- ☐ Personal Income Tax Consultancy
- ☐ Advanced Income Tax Consultancy
- ☐ Tax Accounting for Proprietorships
- ☐ Tax Accounting on Death of a Taxpayer
- ☐ Fundamentals of Filing Trust Returns

☐ DFA - Bookkeeping Services Specialist™

- ☐ Bookkeeping for Small Businesses
- ☐ Advanced Payroll for Small Business
- ☐ Debt and Cash Flow Management
- ☐ Managerial Accounting and Budgeting
- ☐ Accounting for Multiple Business Profiles
- ☐ Accounting for Business Growth and Transition

☐ MFA - Retirement Services Specialist™

- ☐ Tax Strategies for Investors
- ☐ Tax-Efficient Retirement Income Planning
- ☐ Portfolio Risk Management in Retirement
- ☐ Fundamentals of Succession Planning
- ☐ Planning with Trusts
- ☐ Charitable Giving for Investors

☐ MFA - Business Tax Services Specialist™

- ☐ Advising Family Businesses
- ☐ Corporate Income Tax Fundamentals
- ☐ Tax Planning for Incorporated Professionals
- ☐ Business Valuation for Advisors
- ☐ Insurance Strategies for Small Businesses
- ☐ Cross Border Taxation

☐ MFA - Executive Business Builder Program™

- ☐ Business Leadership, Culture and Continuity
 - ☐ Strategic Business Planning
 - ☐ Operation Foundations to Support Business Growth
 - ☐ Business Law & Contracts
 - ☐ Marketing Mastery for Business Builders
 - ☐ Executive Business Builder Retreat *
- * or choose any one course in any program

BUSINESS SKILLS MASTERY

☐ RWM - Real Wealth Manager™ Program

The Pre-Eminent Standard in Wealth Management Services

REGISTER BY SEPTEMBER 15: BEST TUITION & STUDY PLAN

TECHNICAL SKILLS MASTERY: DFA-Specialist™ and MFA™ Programs	Study Period	Full Pay	Savings	Cost per course*
<input type="checkbox"/> DESIGNATION 6 courses, 180 CE Hours	18 months	\$3,570	25%	\$595
<input type="checkbox"/> DIPLOMA 3 courses, 90 CE hours	9 months	\$1,860	22%	\$620
<input type="checkbox"/> 2 courses, 60 CE hours	6 months	\$1,400	12%	\$700
<input type="checkbox"/> 1 course, 30 CE hours	3 months	\$715	10%	\$715
<input type="checkbox"/> BUSINESS SKILLS MASTERY: Real Wealth Manager™ Program:	3 months	\$895	10%	\$895

*Regular Tuition Rates: \$795 per course. Real Wealth Manager™ Program: \$995.

BONUS! Register online and save an additional \$25.

EZ-PAY PLAN

Program Fees (\$795 or \$995/course)	EZ-Pay Monthly Payments** (tax to be added to first payment)
\$3,580	\$199 x 18 months
\$1,890	\$210 x 9 months
\$1,590	\$265 x 6 months
\$795	\$265 x 3 months
\$995	\$332 x 3 months

Note: Numbers may be rounded.

**EZ-Pay: 30 days after registration for subsequent payments.

PAYMENT OPTIONS:

- ☐ FULL PAYMENT \$ _____
- ☐ EZ-PAY PLAN (1st Payment Only Now, See Above) \$ _____
- ☐ HARD COPY Textbook \$95 \$ _____
- SUBTOTAL \$ _____
- GST/HST (885004713RT001) \$ _____
- TOTAL DUE NOW: \$ _____

PAYMENT METHOD:

- ☐ Credit Card ☐ Visa ☐ MasterCard ☐ Amex

Card Number: _____

Expiry Date: _____ / _____ Amount: \$ _____

Name on Card: _____

Signature: _____

For Curriculum, Academic and Refund Policies, and Procedures and Technology Specs go to:
www.knowledgebureau.com/index.php/about-us/knowledge-bureau-policies/