# **EXPECTATIONS MANAGEMENT**



# WHY AN AUTO MECHANIC?



WHAT I DO IS SO DIFFERENT.



# IT IS NOT SO DIFFERENT

You and the auto mechanic are BOTH in the service industry.

In the service industry, it's all about PEOPLE



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The secrets to a good auto mechanic's success:	
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mechanic's success:  • Makes it easy for the customer; e.g.,	
loaner car or easy rental.	
	-
	-
The coarete to a good outo	]
The secrets to a good auto mechanic's success:	
Makes it easy for the customer; e.g., loaner car or easy rental.	
<ul> <li>Knows how many cars are already in the shop and about how much time it will take to repair each.</li> </ul>	
will take to repair each.	

- Makes it easy for the customer; e.g., loaner car or easy rental.
- Knows how many cars are already in the shop and about how much time it will take to repair each.
- Knows the status of each; e.g., some may have to sit idle for a day until a part comes in.

#### The secrets to a good auto mechanic's success:

- Makes it easy for the customer; e.g., loaner car or easy rental.
- Knows how many cars are already in the shop and about how much time it will take to repair each.
- Knows the status of each; e.g., some may have to sit idle for a day until a part comes in.
- Knows when work can start.

### The secrets to a good auto mechanic's success:

 Knows how much time to allow to get the work done, given experience and the range of reasonable potentials.

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- Knows how much parts and supplies will cost.

#### The secrets to a good auto mechanic's success:

- Knows how much time to allow to get the work done, given experience and the range of reasonable potentials.
- Knows how much parts and supplies will cost.
- Understands favorable alternatives that can lead to less time (e.g., not as bad as we feared for your car or someone else's), less cost (not as bad as we feared or certified rebuilt vs. new).

### The secrets to a good auto mechanic's success:

• Sets time/money expectations that can be easily met or exceeded.

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- Explains the ifs and unlesses even though they are unlikely to figure in this time.

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- Sets time/money expectations that can be easily met or exceeded.
- Explains the ifs and unlesses even though they are unlikely to figure in this time.
- Beats the time and/or money expectation no more than 10% of the time.
- Communicates!
- Delivers the vehicle washed and vacuumed.



**DELIGHTED CUSTOMER** 



DO YOU DELIGHT YOUR CLIENT REPRESENTATIVES?

First of all, understand who your client representatives are and are not. **THEY ARE NOT CLIENTS CLIENTS ARE** 

**THINGS** 

### CLIENTS ARE THINGS



CLIENTS ARE THINGS





CLIENTS ARE THINGS

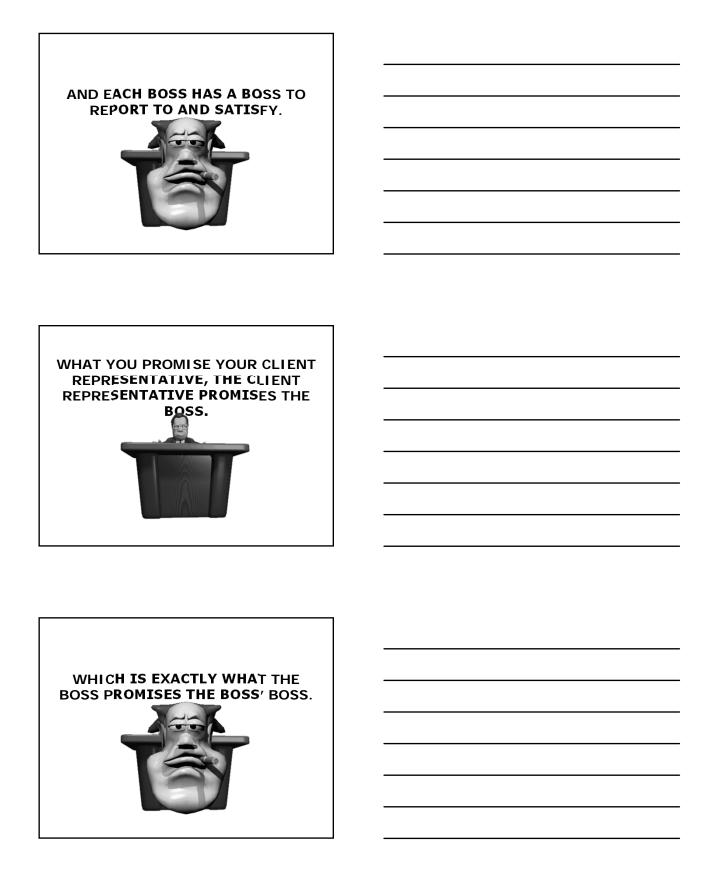


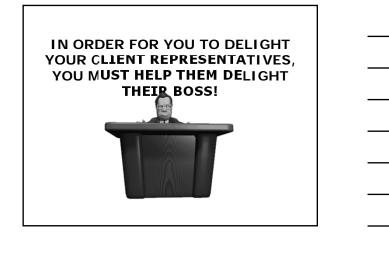




They are organizations that own or they are organizations that comprise interprofessional clients	
THEY ARE NOT PEOPLE	
They employ people.	

	They employ people. Those of their employees with whom you deal are	
		_
	They employ people. Those of their employees with whom you deal are CLIENT REPRESENTATIVES	
Γ		7
	EACH ONE OF THEM HAS A BOSS TO REPORT TO AND SATISFY.	





How well are geoprofessionals doing, as a group?



**NOT WELL** 



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I've asked. I know where your image is.	
THIS IS HOW YOU ARE PERCEIVED	
WHY?	

The client representative is in the process of engaging a firm to provide services for Project X.		
	] :	
The client representative is in the process of engaging a firm to provide services for Project X.  You have performed 30 projects similar to Project X. (That's why you're the prospective project manager.)		
You know that, when everything goes right, it will take 8 to 10 weeks to provide deliverables and your fee will be \$15,000-\$20,000.		

You know that, when everything goes right, it will take 8 to 10 weeks to provide deliverables and your fee will be \$15,000-\$20,000.

You know that, when some known unknowns are present, it will take 12-16 weeks to provide deliverables and your fee will be \$25,000-\$35,000.

## HOW LONG WILL IT TAKE?



#### YOU SAY?



#### YOU SAY 8 to 10 weeks.



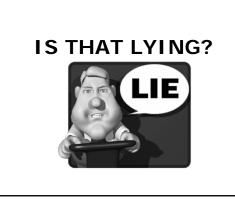
# THE CLIENT REPRESENTATIVE HEARS?



## HOW MUCH WILL IT COST?



# YOU SAY? **YOU SAY** \$15,000 - \$20,000 THE CLIENT **REPRESENTATIVE HEARS?**



# NO!

## IS THAT HONEST COMMUNICATION?



# NO!

BECAUSE YOU KNOW HOW THE CLIENT REPRESENTATIVE PROBABLY IS INTERPRETING WHAT YOU SAY AND YOU ARE MAKING NO EFFORT TO ENSURE THE INTERPRETATION IS ACCURATE.

PLUS THAT, YOU ARE MAKING
NO MENTION OF THE
POTENTIAL FOR HIGHER
COSTS AND/OR MORE TIME,
GIVEN THE POTENTIAL FOR
KNOWN UNKNOWNS.

# **GUESS WHAT! WHY** DO YOU DO IT? If I tell her what might *really* be involved, I could scare her off and lose the project.

If I tell her what might <i>really</i> be involved, I could scare her off and lose the project.  If I tell her it might take as much as 16 weeks and cost as much as \$35,000, and my competition says 8 weeks and \$15,000, I might lose the project.	
PROJECT START	
PROJECT FINISH	

# THE CLIENT REP MUST NOW **TELL HER BOSS WHY THE** PROJECT IS COMING IN LATE AND/OR OVER BUDGET AND HER BOSS MUST NOW **TELL HIS BOSS WHY THE** PROJECT IS COMING IN LATE AND/OR OVER BUDGET THE LIKELIHOOD THAT YOU WILL

CONVERT THIS
CLIENT REPRESENTATIVE
TO A
CLIENT REPRESENTATIVE
FOR LIFE?

23

YOUR LOSS?	
VOLID I OCCA	
YOUR LOSS? \$5-\$25 MILLION.	
YOUR LOSS? \$5-\$25 MILLION. OR MORE.	

Suppose you tell the unvarnished truth and convey it in a way that helps ensure the client representative interprets it accurately?	
Suppose you tell the unvarnished truth and convey it in a way that helps ensure the client representative interprets it accurately?  And suppose a competitor tells the client representative whatever it takes for the competitor to secure the commission.	
Suppose you tell the unvarnished truth and convey it in a way that	
helps ensure the client representative interprets it accurately?	
And suppose a competitor tells the client representative whatever it takes for the competitor to secure	
the commission. So you lose.	
Aut.	

# THEN WHAT?

The competition delivers late and asks for a change based on unanticipated conditions, pushing the entire project behind schedule and over budge

Worse: The deliverable comprises highly conservative recommendations that cost far more than contemplated to implement, pushing the entire project behind and over budget.

The client representative realizes you were correct and the competition wasn't as honest as you. So the next time, guess who gets the call	
The client representative realizes you were correct and the competition wasn't as honest as you. So the next time, guess who gets the call and the trust?	
BUT THERE'S MORE TO IT THAN THAT	

# **CONSIDER A HYPOTHETICAL** 10-10-10-10 **PROJECT 10 WEEKS TO DEVELOP RECOMMENDATIONS AND PLANS 10 WEEKS TO DEVELOP RECOMMENDATIONS AND PLANS** \$10,000 FOR SERVICES RENDERED

10 WEEKS TO DEVELOP RECOMMENDATIONS AND PLANS \$10,000 FOR SERVICES RENDERED  10 WEEKS TO REMEDIATE AND CONSTRUCT	
10 WEEKS TO DEVELOP RECOMMENDATIONS AND PLANS \$10,000 FOR SERVICES RENDERED  10 WEEKS TO REMEDIATE AND CONSTRUCT  \$10 MILLION TO REMEDIATE AND CONSTRUCT	
Just about every qualified geoprofessional in the area performs this assignment on a 10-10-10-10 basis.	

#### SCENARIO 1 GEOPROFESSIONAL A



## HOW LONG WILL IT TAKE TO GET ME DELIVERABLES?



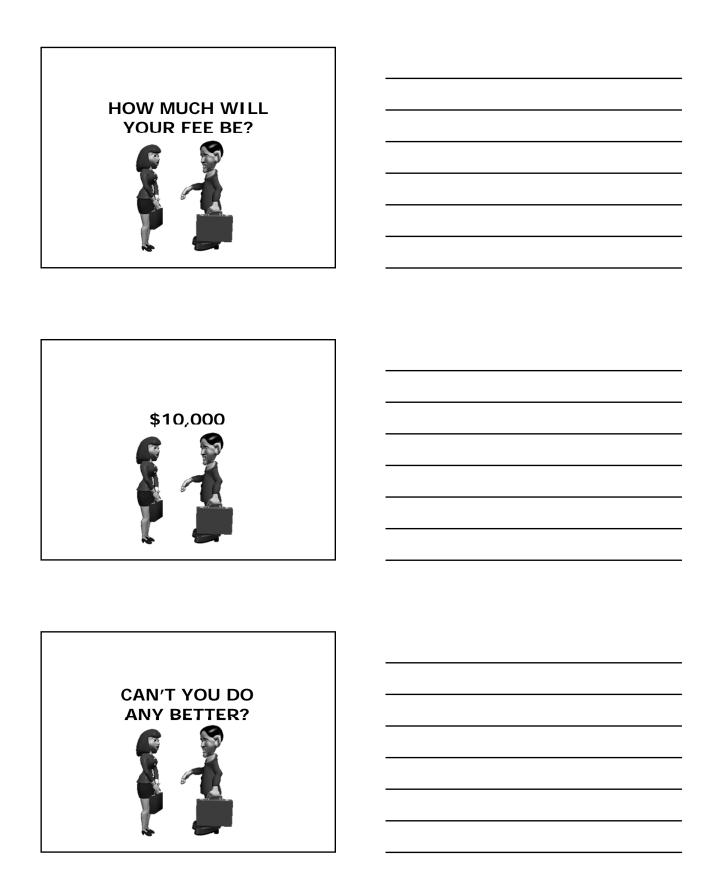
#### **TEN WEEKS**



CAN'T YOU DO ANY BETTER?	
YOU SAY?	
NINE WEEKS	

CAN'T YOU DO ANY BETTER?	
YOU SAY?	
EIGHT WEEKS	

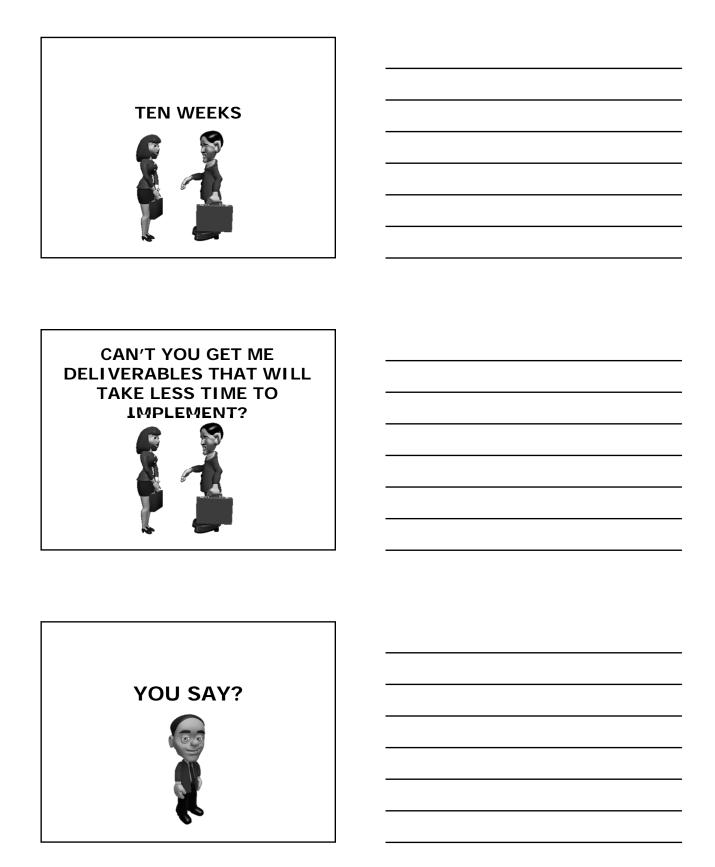
# [She coughs] YOU SAY? HONEST TO GOODNESS, **EIGHT WEEKS IS THE BEST** I CAN DO (AND I DON'T **EVEN KNOW HOW I'M** GOING TO PO IT).



YOU SAY?	
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\$9,000	
CAN'T YOU DO ANY BETTER?	

YOU SAY?	
\$8,000	
[She clears her throat]	

YOU SAY?	
HONEST TO GOODNESS, \$8,000 IS THE BEST I CAN DO (AND I DON'T EVEN KNOW HOW I'M GOING TO	
HOW LONG TO REMEDIATE AND CONSTRUCT?	



NINE WEEKS	
CAN'T YOU DO ANY BETTER?	
YOU SAY?	

EIGHT WEEKS	
[She says nothing]	
YOU SAY?	

HONEST TO GOODNESS, NO ONE CAN DO IT FASTER THAN EIGHT WEEKS. EIGHT WEEKS IS LIKELY TO SET A NEW WORLD PSCORD OR SOMETHING. ILL COMMIT TO IT BE, AUSS VE REALLY WANT YOUR BU INESS BUT NOW I'M JUNES OUT OF ROOM ON THE SLIDE.

## HOW MUCH WILL IT COST TO REMEDIATE AND CONSTRUCT?



#### \$10 MILLION

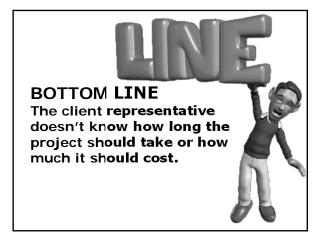


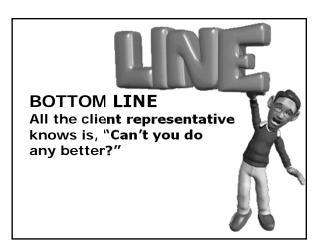
# **CAN'T YOU GET ME DELIVERABLES THAT WILL COST LESS TO IMPLEMENT?** YOU SAY? \$9 MILLION

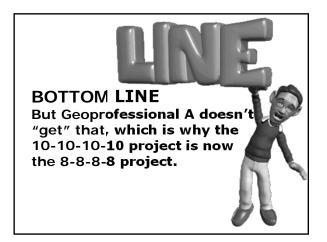
CAN'T YOU DO ANY BETTER?	
YOU SAY?	
\$8 MILLION	

# [She scratches her nose and raises her eyebrows] YOU SAY? I DON'T KNOW ANY

I DON'T KNOW ANY
CONTRACTOR WHO COULD
DO IT FOR LESS, I DON'T
EVEN KNOW ANY WHO CAN
DO IT FOR \$8 MILLION.
BUT KE I AY, WE
REALLY REALLY, REALLY
WANT OUR I SINESS.





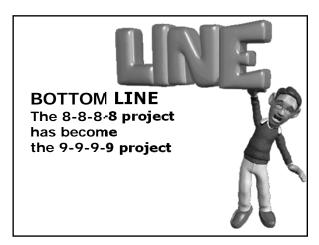


8 WEEKS TO DEVELOP RECOMMENDATIONS AND PLANS	
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8 WEEKS TO DEVELOP	
RECOMMENDATIONS AND PLANS	
\$8,000 FOR SERVICES RENDERED	
8 WEEKS TO DEVELOP RECOMMENDATIONS AND PLANS	
\$8,000 FOR SERVICES RENDERED	
8 WEEKS TO REMEDIATE	-
AND CONSTRUCT	

## **8 WEEKS TO DEVELOP RECOMMENDATIONS AND PLANS** \$8,000 FOR SERVICES RENDERED **8 WEEKS TO REMEDIATE** AND CONSTRUCT \$8 MILLION TO REMEDIATE AND CONSTRUCT **Eight Weeks Pass** Geoprofessional A is killing himself trying to get the commission done on time.

HE CALLS AT THE LAST MINUTE TO SAY HE'LL BE ABLE TO DELIVER BUT HE WILL BE





9 WEEKS TO DEVELOP RECOMMENDATIONS AND PLANS	
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9 WEEKS TO DEVELOP	
RECOMMENDATIONS AND PLANS	
\$9,000 FOR SERVICES RENDERED	
9 WEEKS TO DEVELOP RECOMMENDATIONS AND PLANS	
\$9,000 FOR SERVICES RENDERED	
9 WEEKS TO REMEDIATE	-
AND CONSTRUCT	

## **9 WEEKS TO DEVELOP RECOMMENDATIONS AND PLANS** \$9,000 FOR SERVICES RENDERED **9 WEEKS TO REMEDIATE** AND CONSTRUCT **\$9 MILLION TO REMEDIATE** AND CONSTRUCT **The Client Representative Is** Unhappy THIS IS HOW SHE **PERCEIVES YOU**

Her boss is angry.	
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<i>3</i> 3	
THIS IS HOW HE	
PERCEIVES YOU	
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And the boss has to explain it to	
his boss.	
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And this is how he characterizes you.



OF COURSE, THE CLIENT REPRESENTATIVE'S BOSS THINKS THAT'S A WONDERFUL IDEA!

### AND IMMEDIATELY RETAINS COUNSEL.



### UNJUST ENRICHMENT

CONFUSING DISAPPOINTMENT WITH DAMAGES

### UNJUST ENRICHMENT

Unanticipated Subsurface Conditions Unanticipated Hazardous Material Constructor's Failure To Meet Specs

### EDUCATE YOUR CLIENT REPRESENTATIVE



#### **TO INFORM**





# TO BUILD TRUST



PEOPLE MAKE MISTAKES	
HOW DO YOU REACT WHEN SOMEONE YOU TRUST SCREWS UP	
BUT THEN DOES EVERYTHING POSSIBLE TO MAKE AMENDS?	

BUT REALIZE THAT BREAKING A
PROMISE ABOUT THE TIME
REQUIRED TO PERFORM
PROFESSIONAL SERVICES OR THE
TIME REQUIRED TO IMPLEMENT
INSTRUMENTS OF PROFESSIONAL
SERVICE, OR PROVIDING
ERRONEOUS CONSTRUCTION- OR
REMEDIATION-COST ESTIMATES CAN
CONSTITUTE A BREACH OF
CONTRACT AND/OR PROFESSIONAL
NEGLIGENCE.

CAN CONSTITUTE BREACH OF CONTRACT AND/OR PROFESSIONAL NEGLIGENCE.

The case of the GRAMT HAT WASN'T GRANTED

## BEWARE OF COST ESTIMATES

# YOU MAY HAVE TO MAKE UP THE DIFFERENCE

An example of unjust enrichment that the courts seem to believe is just.



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Ever wonder why you should be calling your estimate an "Opinion of Probable Cost"?	
	,
Ever wonder why you should be calling your estimate an "Opinion of Probable Cost"?  YOU'RE NOT A COST ESTIMATOR!	
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AND EVEN WERE YOU TO BE FOUND NOT IN BREACH OR NOT NEGLIGENT, YOU STILL HAVE TO DEFEND EVERY CLAIM	

	AND EVEN WERE YOU TO BE FOUND NOT IN BREACH OR NOT NEGLIGENT, YOU STILL HAVE TO DEFEND EVERY CLAIM (OFTEN AT \$100,000 EACH)	
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	(A \$100,000 EXPENSE EATS THE PROFIT GAINED ON \$1 MILLION WORTH OF SERVICES)	
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	WHICH IS JUST ANOTHER REASON WHY EXPECTATIONS MANAGEMENT IS SO IMPORTANT.	

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WHICH IS JUST ANOTHER REASON WHY EXPECTATIONS MANAGEMENT IS SO IMPORTANT.  IT HELPS YOU KEEP YOUR PROMISES AND EARN TRUST, GOODWILL, THE BENEFIT OF THE DOUBT, AND REPEAT BUSINESS!	
As long as you use expectations management for its intended purpose and not as an excuse to wait until the last minute (as most geoprofessionals seem to) and	
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as long as you use expectations management for its intended purpose and not as an excuse to fail to communicate on a regular basis, especially when the estimated cost may be too low.	

...as long as you use expectations management for its intended purpose and not as an excuse to fail to communicate on a regular basis, especially when the estimated cost may be too low. (Too high is a good thing to talk about, too!)



WHAT HAPPENED WITH GEOPROFESSIONAL A?

You delivered late and cost me \$1 million. I'm going to sue!	
<ul> <li>Insurance claim (higher rates next year)</li> </ul>	
. I nouvement aloims (bigher retes	
<ul><li>Insurance claim (higher rates next year)</li><li>Cost of defense within deductible</li></ul>	

<ul> <li>Insurance claim (higher rates next year)</li> <li>Cost of defense within deductible</li> <li>Loss of productive (billable) time</li> </ul>	
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<ul> <li>Insurance claim (higher rates next year)</li> <li>Cost of defense within deductible</li> <li>Loss of productive (billable) time</li> <li>Distraction</li> </ul>	
<ul> <li>Insurance claim (higher rates next year)</li> <li>Cost of defense within deductible</li> <li>Loss of productive (billable) time</li> <li>Distraction</li> <li>Frustration</li> </ul>	

- Insurance claim (higher rates next year)
- Cost of defense within deductible
- Loss of productive (billable) time
- Distraction
- Frustration
- Cost of settlement

- Insurance claim (higher rates next year)
- Cost of defense within deductible
- Loss of productive (billable) time
- Distraction
- Frustration
- Cost of settlement
- Loss of reputation

# BIGGEST LOSS OF ALL?

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### LOSS OF A POTENTIAL CLIENT FOR LIFE



## LOSS OF A POTENTIAL CLIENT FOR LIFE \$5-\$25 MILLION OR MORE



LEARN FROM GEOPROFESSIONAL B

### SCENARIO 2 GEOPROFESSIONAL B



### HOW LONG WILL IT TAKE TO GET ME DELIVERABLES?

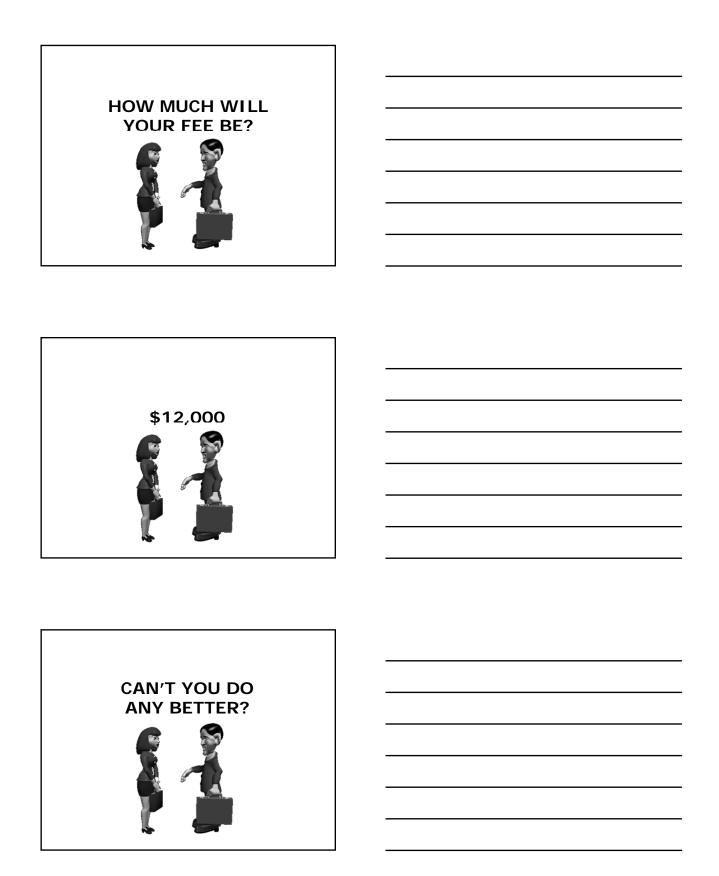


#### **TWELVE WEEKS**



# **CAN'T YOU DO ANY BETTER?** YOU SAY? NO, NOT FOR THE QUALITY I KNOW YOU WANT. I'LL DO MY BEST, BUT ALLOW 12 WEEKS.

[She coughs]	
YOU SAY?	
CAN I GET YOU A COUGH DROP?	



YOU SAY?	
NO, NOT FOR THE QUALITY I KNOW YOU WANT. I'LL DO MY BEST, BUT BUDGET \$12,000.	
[She clears her throat]	

# YOU SAY? **CAN I GET YOU A GLASS OF WATER? HOW LONG TO REMEDIATE AND CONSTRUCT?**

# **TWELVE WEEKS CAN'T YOU GET ME DELIVERABLES THAT WILL** TAKE LESS TIME TO **IMPLEMENT?** YOU SAY?

# NO, NOT FOR THE QUALITY I KNOW YOU WANT. I'LL DO MY BEST, BUT ALLOW 12 WEEKS. [She says nothing] YOU SAY?

# [Nothing] **HOW MUCH WILL IT COST** TO REMEDIATE AND **CONSTRUCT?** \$12 MILLION

# **CAN'T YOU GET ME DELIVERABLES THAT WILL COST LESS TO IMPLEMENT?** NO, NOT FOR THE QUALITY I KNOW YOU WANT. I'LL DO MY BEST, BUT BUDGET \$12 MILLION. [She scratches her nose and raises her eyebrows]

YOU SAY?	
WE'RE GOING TO DO A GREAT JOB FOR YOU AND YOUR ORGANIZATION.	
THE 10-10-10-10 PROJECT BECOMES THE 12-12-12-12 PROJECT	

12 WEEKS TO DEVELOP	
RECOMMENDATIONS AND PLANS	
12 WEEKS TO DEVELOP RECOMMENDATIONS AND PLANS	
\$12,000 FOR SERVICES RENDERED	
12 WEEKS TO DEVELOP RECOMMENDATIONS AND PLANS	
\$12,000 FOR SERVICES RENDERED	
12 WEEKS TO REMEDIATE	
AND CONSTRUCT	

12 WEEKS TO DEVELOP RECOMMENDATIONS AND PLANS	
\$12,000 FOR SERVICES RENDERED	
12 WEEKS TO REMEDIATE AND CONSTRUCT	
\$12 MILLION TO REMEDIATE	
AND CONSTRUCT	
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Eleven Weeks Pass	
Zieren Heeke i dee	
\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	
YOU	
DELIVER!	

11 WEEKS TO DEVELOP	
RECOMMENDATIONS AND PLANS	
11 WEEKS TO DEVELOP	
RECOMMENDATIONS AND PLANS	
\$11,000 FOR SERVICES RENDERED	
11 WEEKS TO DEVELOR	
11 WEEKS TO DEVELOP RECOMMENDATIONS AND PLANS	
\$11,000 FOR SERVICES RENDERED	
11 WEEKS TO REMEDIATE AND CONSTRUCT	
AND CONSTRUCT	

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11 WEEKS TO DEVELOP RECOMMENDATIONS AND PLANS	
\$11,000 FOR SERVICES RENDERED	
11 WEEKS TO REMEDIATE AND CONSTRUCT	
\$11 MILLION TO REMEDIATE	
AND CONSTRUCT	
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WHO DID THE	
BETTER JOB?	
WHO DID THE BETTER JOB?	
GEOPROFESSIONAL A	
OR OF OFFICE OF THE PROPERTY O	
GEOPROFESSIONAL B?	

GEOPROFESSIONAL A	
DEVELOPED RECOMMENDATIONS AND PLANS TWO WEEKS FASTER	
DEVELOPED RECOMMENDATIONS AND PLANS TWO WEEKS FASTER CHARGED \$2,000 LESS FOR FAR BETTER SERVICES	

**DEVELOPED RECOMMENDATIONS** AND PLANS TWO WEEKS FASTER CHARGED \$2,000 LESS FOR **FAR BETTER SERVICES BECAUSE OF HIS SUPERIOR** TECHNICAL SKILL, THE PROJECT WILL BE COMPLETED TWO WEEKS SOONER AND IT WILL COST **\$2 MILLION LESS AND** HE **GETS SUED GEOPROFESSIONAL B** 

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TAKES TWO WEEKS LONGER TO	
DEVELOP RECOMMENDATIONS	
AND PLANS	-
TAKES TWO WEEKS LONGER TO	
DEVELOP RECOMMENDATIONS	
AND PLANS	
CHARGES \$2,000 MORE FOR	
INFERIOR SERVICES	
	7
TAKES TWO WEEKS LONGER TO DEVELOP RECOMMENDATIONS	
AND PLANS	
7.11.2 1 27.11.5	
CHARGES \$2,000 MORE FOR	
INFERIOR SERVICES	
BECAUSE HE USES OFF-THE-SHELF	
METHODS, THE PROJECT WILL TAKE	
TWO WEEKS LONGER AND WILL	
COST \$2 MILLION MORE	
1	1

# **BUT** THAT'S NOT HOW THE **CLIENT REPRESENTATIVE** SEES IT. **GEOPROFESSIONAL B:**

GEOPROFESSIONAL B:  • Delivered ahead of schedule	
GEOPROFESSIONAL B:  • Delivered ahead of schedule  • Charged her organization less than it had agreed to pay	
GEOPROFESSIONAL B:  • Delivered ahead of schedule  • Charged her organization less than it had agreed to pay  • Developed deliverables so good the project could be completed a week faster than anyone thought possible.	

### **GEOPROFESSIONAL B:**

- Delivered ahead of schedule
- Charged her organization less than it had agreed to pay
- Developed deliverables so good the project could be completed a week faster than anyone thought possible.
- Saved her organization \$1 million.

THE CLIENT REPRESENTATIVE IS DELIGHTED.



THE CLIENT
REPRESENTATIVE'S BOSS IS
DELIGHTED (AND TAKES A
CELEBRATORY VACATION).

# THE BIG BOSS IS DELIGHTED, TOO, AND LIGHTS ANOTHER CIGAR.

## GEOPROFESSIONAL B IS HAPPY AS A



## GEOPROFESSIONAL B IS HAPPY AS A



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Frozen out the competition	
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. Frazan aut the commetition	
Frozen out the competition	
<ul> <li>Gained a new client for life</li> </ul>	

<ul> <li>Frozen out the competition</li> <li>Gained a new client for life</li> <li>Has new client representatives for life</li> </ul>	
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<ul> <li>Frozen out the competition</li> <li>Gained a new client for life</li> <li>Has new client representatives for life</li> <li>His firm enjoys higher margins</li> <li>His firm and the client have less risk to confront so they can optimize performance</li> </ul>	

HE MANAGED THE CLIENT'S EXPECTATIONS.	
HE MANAGED THE CLIENT'S EXPECTATIONS. HE DIDN'T LET THE CLIENT'S EXPECTATIONS MANAGE HIM.	
BE GEOPROFESSIONAL B	



### Questions?

Just e-mail john@bachner.com

### **Also Scheduled**

March 20, 2013: Justice Theater: Litigation and the Resolution of Your Disputes (John Bachner)

April 3, 2013: Gaining Referrals: Their Worth; Gaining More of Them (John Bachner)

April 17, 2013: Limitation of Liability (John Bachner)

### **Also Scheduled**

### ASFE/GBA SPRING (ANNUAL) CONFERENCE

April 25-27, 2013 Charleston, South Carolina

### **Also Scheduled**

REGISTRATION FOR FUNDAMENTALS OF PROFESSIONAL PRACTICE CLASS 23

Call Now!

