



Aged & Community Services
SA & NT Inc

246 Glen Osmond Road Fullarton
Tel: (08) 8338 7111 Fax: (08) 8338 7077
www.agedcommunity.asn.au

PERSUASIVE PRESENTATIONS AND TIMELY TRAINING

Date: Thursday 3 September

Time: 9.00 am–4.00 pm

Venue: ACS Training room, 246 Glen Osmond Rd, Fullarton

(Morning tea, lunch and afternoon tea provided. Please note no parking on site)

Presented by: Sheree Lewis

Designed for:

Team leaders, managers, coordinators, directors of care, site managers – anyone who has to present information to their colleagues and would like to develop skills and confidence to do so effectively.

Contents:

Are you confident at presenting essential information to your staff, managers and executive team?

Do your staff have trouble retaining key information that you tell them?

Join Sheree Lewis for an interactive and FUN day to develop your skills in presenting information in ways that are accessible and will be retained by them.

The day will cover:

- ◆ Training versus presenting information
- ◆ Knowing the audience and its needs
- ◆ The structure of a presentation
- ◆ The use of visual aids
- ◆ Anticipating questions and responding appropriately
- ◆ Presentation skills
- ◆ Engaging adult learners
- ◆ Improving the retention of information



Aged & Community Services
SA & NT Inc

246 Glen Osmond Road Fullarton
Tel: (08) 8338 7111 Fax: (08) 8338 7077
www.agedcommunity.asn.au

PERSUASIVE PRESENTATIONS AND TIMELY TRAINING REGISTRATION FORM

Date: Thursday 3 September

Time: 9.00 am–4.00 pm

Venue: ACS Training room, 246 Glen Osmond Rd, Fullarton

Please complete the details below and FAX to (08) 8338 7077.

Registration fee (inc. GST)

ACS Members

Non Members

\$165

\$248

Name: _____

Position: _____

Name of employer/facility: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Special requirements (access, dietary requirements): _____

Terms & Conditions

Bookings: Must be made prior to the workshop on the registration form provided and FAXED back to ACS SA&NT 8338 7077. (Please note no telephone bookings will be accepted.)

Payment: An invoice will be issued upon receipt of registration and payment can be made by: **Cheque** – cheques should be made payable to ACS SA&NT and mailed to 246 Glen Osmond Road, Fullarton SA 5063 **Direct Credit** – payment can be deposited into ACS SA&NT bank account ANZ Bank Hutt Street BSB 015 056 Account 1001 04624. The relevant Invoice Number must be quoted to enable identification.

Registration transfer or cancellation: Cancellation of registration can be made up to five working days before an event. Cancellations made less than five working days before an event will be charged a 50% cancellation fee. A Credit Note will be issued if the account has been paid. Full payment is due for 'no shows' except in exceptional circumstances.

Transfer of a registration is permitted to a colleague within the same organization, or another organisation that is an ACS SA&NT member. Notice must be received by ACS in writing (email, fax, mail) at least five working days before the event. A 10% administration fee will be charged if the request for transfer is received 5 or less days before an event.

Course cancellations: ACS SA&NT reserves the right to cancel events if sufficient numbers are not achieved. In the case of a cancellation by ACS SA&NT all registration fees will be refunded in full.

Please note this registration is not an invoice.

ACS SA&NT will forward a confirmation and invoice for payment upon receipt of this registration.