



Aged & Community Services
SA & NT Inc



DALE CARNEGIE®
TRAINING

How to Handle Multiple Demands on Your Time

Date: Wednesday 20 May 2009

Time: 9.00 am–4.30 pm

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

Presented by: **Dale Carnegie Training** – a global provider of locally-delivered behavioural development programs

Designed for:

Anyone who wants to put an end to the stress, burnout and worry caused by having too much to do in too little time!

Contents:

Are you a virtual prisoner to an endless flow of e-mails, voice messages, meetings and documents that all demand your immediate attention?

Are you frequently stressed out by the unrealistic expectations of others who think their issues are the urgent ones?

Does it seem that you are swimming against the tide of procrastination?

If so, then it's time to fight back and take control of your day!

You will learn how to:

- ◆ Set priorities by pay-off potential
- ◆ Seal off mental distractions
- ◆ Focus on the job at hand
- ◆ Stop procrastinating
- ◆ Make quick, effective decisions
- ◆ Say no when you need to
- ◆ Deal with technological time wasters
- ◆ Align your priorities to match your performance goals



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

Registration fee (inc. GST)

ACS Members Single Registration \$ 297

ACS Members Multiple Registration (3 or more staff from the same organisation) \$ 275

Non Members \$ 440

Organisation: _____

Name of attendee	Position	Email	Phone	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 organisation, 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.