

Manage It!

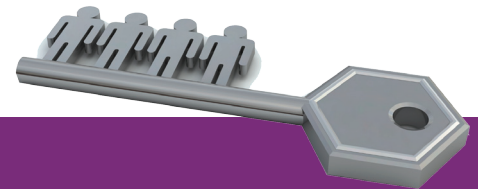
Workshop Series

Smart strategies for today's practice manager

Manage It! workshop series is a unique package of training workshops for managers of healthcare practices. Workshops provide delegates the opportunity to focus on challenges within the workplace and learn smart strategies for improving practice management activities. Workshops are practical, interactive and fun!

REGISTER NOW FOR WORKSHOP 1!

Maximum of 15 delegates per workshop



WORKSHOP 1 "COMMUNICATION IS THE KEY"

Learn how to:

- promote effective communication in your practice
- improve communication with your staff, practitioners and patients
- identify and resolve communication roadblocks
- develop smart communication strategies

Date	Thursday 27th May 2010 9am – 3:30pm
Location	AIMSA - Centre for Management Development 180 Port Road, Hindmarsh
Investment	\$330 including GST per delegate



Presented by

Jody Bund | Principal Consultant | RAJM Consulting
healthcare recruitment | consulting | coaching | training
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REGISTRATION FORM

Manage It! Workshop series
Workshop 1 - Communication is the Key
Thursday 27th May, 2010



Registration is from 8:30am and workshop starts at 9:00am and finishes at 3:30pm

DELEGATE DETAILS

First Name/Last Name Position Title
Email:
Practice Name:
Address:
Phone: Mobile:

PAYMENT DETAILS

Investment: \$330 including GST per delegate
includes workshop notes, lunch and refreshments
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Electronic Transfer: A/c Name: RAJM Bund
BSB: 115-879
A/c No: 1265 77833
Reference: Please specify delegate surname as reference
Date of transfer: ___ / ___ / ___

Cancellations: No charge for cancellations received in writing at least 14 days prior to the date of the workshop. Cancellations inside 14 days prior to the date of the workshop and no shows are liable for full investment. Transfers to an alternative Manage It! workshop can be arranged without charge with request made in writing and subject to availability of an alternative workshop.

3 EASY WAYS TO CONFIRM YOUR REGISTRATION

Complete the registration form above, print electronic transfer receipt and:

 Fax to (08) 82766654 OR  Mail to RAJM Consulting PO Box 1060 SA 5061 OR  Scan & email to workshops@rajmconsulting.com.au

TAX INVOICE – RAJM Consulting
ABN: 49 365 958 655 Please retain a copy of registration form for tax invoice requirements

YOUR PRESENTER

Jody Bund | Principal Consultant
RAJM Consulting Pty Ltd

Bachelor Commerce (Accounting & Employment Relations)
Certificate IV in Training and Assessment (TAA40104)
Certificate IV Practice Management
Certified Life and Business Coach

Jody Bund is Principal Consultant of RAJM Consulting Pty Ltd which provides specialist recruitment, consulting, coaching and training services to organisations and individuals within the healthcare sector. Jody has over 12 years experience in management positions across the private and not-for-profit sectors and has extensive knowledge across all facets of business. As a consultant, Jody thrives on contributing to the long-term success of organisation's and has experience in enhancing business operations, processes, communications and strategic relations. Jody adopts a results focused approach to consultancy and assists in translating ideas into action. As a trainer, Jody enjoys sharing her knowledge to get the best out of individuals. She has experience in the development of business and management training programs and has delivered a range of programs and workshops across the private, not-for-profit and adult education sectors. Jody is a Professional Member of the Australian Institute of Management, Member of the International Coach Federation and Member of the Australian Association of Practice Managers.