

July

- 22 Managing Very Difficult Workplace Behaviour
- 28 Project Management

August

- 5 Effective Meetings
- 20 HR for Public Sector Managers

September

- 1 Presenting with Confidence
- 15&16 Management Fundamentals

October

- 13 Cross-Functional Teams: How to Manage and Work in a Matrix
- 27 Managing Up for PAs

November

- 14 Facilitating Focus Groups & Community Consultations
- 25 Women in Leadership



VENUE

Seasons Botanic Gardens

348 St Kilda Road, Melbourne

Seasons Botanic Gardens is easily accessible by public transport or by car. Complimentary valet parking is provided.

Seasons Botanic Gardens offers accommodation at government rates for participants. Please contact Hotel Reservations on (03) 9685 3000, and mention your attendance to this CLM workshop.

FACILITATING FOCUS GROUPS & COMMUNITY CONSULTATION

PRESENTING POLICY PRINCIPLES and EXAMPLES, TECHNIQUES AND PRACTICAL TOOLS FOR FACILITATING COMMUNITY AND STAKEHOLDER ENGAGEMENT or CONSULTATION including HOW TO FACILITATE FOCUS GROUPS and COMMUNITY MEETINGS

14 NOVEMBER 2008

INFORMATION

BOOKINGS

Must be made prior to the workshop

EARLYBIRD DISCOUNT

Book and pay on credit card 8 weeks prior to the session to receive 10% off the course cost

Conditions

- Only applies to bookings made prior to 19 September 2008
- Credit card payments only & card details must be received at time of booking
- Is not subject to further discounting

GROUP BOOKING DISCOUNT

Groups of 3 or more receive 15% off the course cost

Conditions

- Only applies to bookings made at the same time
- Is not subject to further discounting

REGISTRATIONS

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CONTACT

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