



Management Training

Booking Form

If a group of services is attending the training, this form should be completed by the service coordinating the session.

Name of Service _____

Postal Address _____

Street Address _____

Town/Suburb _____

Postcode _____

Phone _____

Mobile _____

After Hours Phone _____

Fax _____

Email _____

Primary Contact Person _____

Position _____

Secondary Contact Person _____

Position _____

Training Venue Address _____

1. What session(s) would you like to book?

3 hour session during the week:

Morning (please include start time) _____

Afternoon (please include start time) _____

Evening (please include start time) _____

6 hour session during the week (includes 2 session topics)

(please include start time) _____

3 hour session on Saturday morning

(please include start time) _____

6 hour session on Saturday

(please include start time) _____

2. Please provide three dates (in order of preference) that are suitable for the management training/consultancy session(s):

First Preference _____

Second Preference _____

Third Preference _____

3. What management training sessions have you chosen?

Governance & Management Responsibilities (3hr)

Employment Responsibilities (3hr)

Leadership (3hr)

Managing Change (3hr)

Financial Management (3hr)

Staff Recruitment (3hr)

Staff Development (3hr)

Marketing Your Service (3hr)

Business Planning (6hr)

Payroll Consultation (6hr)

4. If you are seeking a consultancy visit please give a brief outline of your service's specific service delivery/management issues:

5. How many participants are expected for the workshop?

6. If organising a group session, how many other services are expected to attend?

7. Do you have a projector available for use?

Yes No

8. Do you have a screen or blank, light coloured wall available to project the training presentation onto?

Yes No

What happens next?

CCSA will contact you within five working days of receipt of this booking to discuss the date, time and details for the training. **Please return form to CCSA via email office@ccsa.org.au or fax 02 4782 4425.**