



## Professional Development Program 2009

### Topical and relevant issues for the Not-For-Profit sector

**MARKETING** Cause Related Marketing / Direct Marketing / Media / Bequests / Special Events / Funding Proposals

**MANAGEMENT** New Managers' Program / Time Management / Board Governance / Risk Management / Success Measurements

**HUMAN RESOURCES** Staff Appraisal / Volunteer Recruitment / Board Member Recruitment / Induction Programs / Employer of Choice

**FINANCE** Salary Packaging and Tax Concessions / Demystifying Accounts

**COMPUTER TRAINING** Word / Excel / Touch Typing / Quickbooks / MYOB / Access / Dreamweaver / Photoshop / Publisher and more...

Date	State	Code	Venue	Time	Cost Members	Cost Non-Members
<b>1. So you've made it to 'Manager'... How to survive and thrive</b>						
24/2	VIC	V500A	Angliss Conference Centre	9.30am-4.30pm	\$330	\$350
26/2	NSW	N500A	Macquarie Graduate School of Management	9.30am-4.30pm	\$330	\$350
27/2	QLD	Q500A	UQ Downtown Conference Centre	9.30am-4.30pm	\$330	\$350
<b>2. Getting the best from your staff ... How to develop an effective employee appraisal system</b>						
13/3	VIC	V300A	Angliss Conference Centre	9.30am-11.30pm	\$115	\$135
11/3	NSW	N300A	Macquarie Graduate School of Management	9.30am-11.30pm	\$115	\$135
10/3	QLD	Q300A	UQ Downtown Conference Centre	9.30am-11.30pm	\$115	\$135
<b>3. Settled in and fully productive ... How to establish an effective staff induction program</b>						
13/3	VIC	V301A	Angliss Conference Centre	12.30pm-2.30pm	\$115	\$135
11/3	NSW	N301A	Macquarie Graduate School of Management	12.30pm-2.30pm	\$115	\$135
10/3	QLD	Q301A	UQ Downtown Conference Centre	12.30pm-2.30pm	\$115	\$135
<b>4. Attract and retain the very best staff ... How to become an employer of choice</b>						
13/3	VIC	V302A	Angliss Conference Centre	3.00pm-5pm	\$115	\$135
11/3	NSW	N302A	Macquarie Graduate School of Management	3.00pm-5pm	\$115	\$135
10/3	QLD	Q302A	UQ Downtown Conference Centre	3.00pm-5pm	\$115	\$135
<b>5. Expose your organisation! ... How to create a big profile with a tiny budget</b>						
21/4	VIC	V400A	Angliss Conference Centre	9.30-12.00pm	\$115	\$135
23/4	NSW	N400A	Macquarie Graduate School of Management	9.30-12.00pm	\$115	\$135
22/4	QLD	Q400A	UQ Downtown Conference Centre	9.30-12.00pm	\$115	\$135
<b>6. Countering 'donation dwindle'... How to generate big dollars through cause-related marketing</b>						
21/4	VIC	V401A	Angliss Conference Centre	1.30pm-4pm	\$115	\$135
23/4	NSW	N401A	Macquarie Graduate School of Management	1.30pm-4pm	\$115	\$135
22/4	QLD	Q401A	UQ Downtown Conference Centre	1.30pm-4pm	\$115	\$135
<b>7. Minimise exposure and avoid closure ... How to identify and manage risk</b>						
19/5	VIC	V600A	Angliss Conference Centre	9.30am-11.30am	\$115	\$135
21/5	NSW	N600A	Macquarie Graduate School of Management	9.30am-11.30am	\$115	\$135
22/5	QLD	Q600A	UQ Downtown Conference Centre	9.30am-11.30am	\$115	\$135
<b>8. Demystifying accounting jargon ... How to read and analyse financial statements</b>						
19/5	VIC	V601A	Angliss Conference Centre	12.30pm-2.30pm	\$115	\$135
21/5	NSW	N601A	Macquarie Graduate School of Management	12.30pm-2.30pm	\$115	\$135
22/5	QLD	Q601A	UQ Downtown Conference Centre	12.30pm-2.30pm	\$115	\$135
<b>9. Get what you deserve ... How to maximise tax concessions and salary packaging</b>						
19/5	VIC	V602A	Angliss Conference Centre	3.00pm-5.00pm	\$115	\$135
21/5	NSW	N602A	Macquarie Graduate School of Management	3.00pm-5.00pm	\$115	\$135
22/5	QLD	Q602A	UQ Downtown Conference Centre	3.00pm-5.00pm	\$115	\$135
<b>10. So you've made it to 'Manager'... How to survive and thrive</b>						
2/6	VIC	V500A	Angliss Conference Centre	9.30am-4.30pm	\$330	\$350
3/6	NSW	N500A	Macquarie Graduate School of Management	9.30am-4.30pm	\$330	\$350
4/6	QLD	Q500A	UQ Downtown Conference Centre	9.30am-4.30pm	\$330	\$350
<b>11. Yes, they are out there ... How to recruit and retain great volunteers</b>						
18/6	VIC	V700A	Angliss Conference Centre	9.30-12.00pm	\$115	\$135
17/6	NSW	N700A	Macquarie Graduate School of Management	9.30-12.00pm	\$115	\$135
16/6	QLD	Q700A	UQ Downtown Conference Centre	9.30-12.00pm	\$115	\$135
<b>12. Measure your program's effectiveness ... How to prove that you run great programs</b>						
18/6	VIC	V701A	Angliss Conference Centre	1.30pm-4pm	\$115	\$135
17/6	NSW	N701A	Macquarie Graduate School of Management	1.30pm-4pm	\$115	\$135
16/6	QLD	Q701A	UQ Downtown Conference Centre	1.30pm-4pm	\$115	\$135
<b>13. There are many willing and able ... How and where to recruit the board members you need</b>						
28/7	VIC	V800A	Angliss Conference Centre	9.30-12.00pm	\$115	\$135
29/7	NSW	N800A	Macquarie Graduate School of Management	9.30-12.00pm	\$115	\$135
30/7	QLD	Q800A	UQ Downtown Conference Centre	9.30-12.00pm	\$115	\$135
<b>14. Does your board help or hinder?... How to help your board become much more effective</b>						
28/7	VIC	V801A	Angliss Conference Centre	1.30pm-4pm	\$115	\$135
29/7	NSW	N801A	Macquarie Graduate School of Management	1.30pm-4pm	\$115	\$135
30/7	QLD	Q801A	UQ Downtown Conference Centre	1.30pm-4pm	\$115	\$135
<b>15. So you've made it to 'Manager'... How to survive and thrive</b>						
11/8	VIC	V500A	Angliss Conference Centre	9.30am-4.30pm	\$330	\$350
12/8	NSW	N500A	Macquarie Graduate School of Management	9.30am-4.30pm	\$330	\$350
13/8	QLD	Q500A	UQ Downtown Conference Centre	9.30am-4.30pm	\$330	\$350
<b>16. Generating the big dollars ... How to establish a successful bequest program</b>						
27/8	VIC	V900A	Angliss Conference Centre	9.30am-11.30am	\$115	\$135
26/8	NSW	N900A	Macquarie Graduate School of Management	9.30am-11.30am	\$115	\$135
25/8	QLD	Q900A	UQ Downtown Conference Centre	9.30am-11.30am	\$115	\$135
<b>17. Raising your funds or raising your profile ... How to run a great special event</b>						
27/8	VIC	V901A	Angliss Conference Centre	12.30pm-2.30pm	\$115	\$135
26/8	NSW	N901A	Macquarie Graduate School of Management	12.30pm-2.30pm	\$115	\$135
25/8	QLD	Q901A	UQ Downtown Conference Centre	12.30pm-2.30pm	\$115	\$135
<b>18. Fund your operating expenses and special projects ... How to run a successful direct marketing campaign</b>						
27/8	VIC	V902A	Angliss Conference Centre	3.00pm-5.00pm	\$115	\$135
26/8	NSW	N902A	Macquarie Graduate School of Management	3.00pm-5.00pm	\$115	\$135
25/8	QLD	Q902A	UQ Downtown Conference Centre	3.00pm-5.00pm	\$115	\$135
<b>19. Increase your success rate ... How to prepare successful funding proposals</b>						
22/10	VIC	V100A	Angliss Conference Centre	9.30pm -4.30pm	\$330	\$350
21/10	NSW	N100A	Macquarie Graduate School of Management	9.30pm -4.30pm	\$330	\$350
20/10	QLD	Q100A	UQ Downtown Conference Centre	9.30pm -4.30pm	\$330	\$350
<b>20. So you've made it to 'Manager'... How to survive and thrive</b>						
19/11	VIC	V500A	Angliss Conference Centre	9.30am-4.30pm	\$330	\$350
18/11	NSW	N500A	Macquarie Graduate School of Management	9.30am-4.30pm	\$330	\$350
17/11	QLD	Q500A	UQ Downtown Conference Centre	9.30am-4.30pm	\$330	\$350
<b>21. Become more productive ... How to achieve more in less time</b>						
1/12	VIC	V110A	Angliss Conference Centre	9.30-12.00pm	\$115	\$135
2/12	NSW	N100A	Macquarie Graduate School of Management	9.30-12.00pm	\$115	\$135
3/12	QLD	Q100A	UQ Downtown Conference Centre	9.30-12.00pm	\$115	\$135