

# ACPET Professional Development

## CALENDAR FEBRUARY 2017

Event	Presenter	Date & Time (AEDT)	\$ Member / Public
Western Australia update	Helen McNeill & Robyn Adams	3 February 3.00pm to 4.00pm	Free \$88
Raise your profile within your industry using LinkedIn	Karen Hollenbach	6 February 12.00pm to 1.00pm	\$60 \$88
International education – a quick and concise round-up	Paula Johnston	7 February 12.00pm to 1.00pm	\$60 \$88
Managing third party arrangements	Marc Ratcliffe	10 February 11.30am to 12.30pm	\$60 \$88
Effective training techniques using C.O.R.E	Marc Ratcliffe	10 February 1.30pm to 2.30pm	\$60 \$88
How to effectively manage Smart & Skilled financial caps	Trent Bruce	15 February 12.00pm to 1.00pm	\$60 \$88
Take your first steps toward a sustainable enrolment model	Stella Haros	16 February 10.00am to 11.00am	\$60 \$88
Ergonomics in the workplace	Steven Dardaganis	17 February 1.00pm to 2.00pm	\$60 \$88
Making the most of your leadership style	Russell Scott	20 February 12.00pm to 1.00pm	\$60 \$88
How to blend your face-to-face and networking efforts	Karen Hollenbach	21 February 9.30am to 10.30am	\$60 \$88
ACPET forum – Northern Territory	Forum	22 February (ACST) 9.00am to 4.00pm	\$140 \$180
Workplace discrimination, harassment and bullying: What managers need to know	Stephen Bell	22 February 11.00am to 12.00pm	\$60 \$88
Developing organisational change in tertiary education	Vernon Crew	22 February 12.30pm to 1.30pm	\$60 \$88
How to help your students understand academic integrity	Turnitin	22 February 2.00pm to 3.00pm	\$60 \$88

**Register:** <http://bit.ly/2f3bNuJ>  
**Enquiries:** Dylan Wolfgramm  
 1800 657 644  
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# ACPET Professional Development

## CALENDAR MARCH 2017

Event	Presenter	Date & Time (AEDT)	\$	
			Member / Public	
ACPET CEO national update	Rod Camm	2 March 2.00pm to 3.00pm	Free	\$88
Western Australia update	Helen McNeill & Robyn Adams	3 March 3.00pm to 4.00pm	Free	\$88
How do get people onside....FAST!	Donna McGeorge	6 March 9.00am to 10.00am	\$60	\$88
Standard 1 and LLN: Has your RTO got what it takes?	Jana Scomazzon	8 March 11.00am to 12.00pm	\$60	\$88
Women In Leadership – follow up	Kit McMahan	8 March 1.00pm to 2.00pm	Free	\$88
Communication toolkit – improve your team’s way of communicating and working	Karen Hollenbach	9 March 9.30am to 10.30am	\$60	\$88
Internal auditing – tips and techniques and examples of schedules	Marc Ratcliffe	10 March 11.30am to 12.30pm	\$60	\$88
Training games that support learner transfer	Marc Ratcliffe	10 March 1.30pm to 2.30pm	\$60	\$88
Build a bridge to success: Language, literacy and numeracy support (Introduction)	Jana Scomazzon	10 March 3.30pm to 4.30pm	\$60	\$88
Effective lead nurture strategies that convert prospective students and current students	Stella Haros	14 March 10.00am to 11.00am	\$60	\$88
Effective lead nurture strategies that convert prospective students and current students	Stella Haros	14 March 10.00am to 11.00am	\$60	\$88
OHS Essentials – business hazards and safety check	Steven Dardaganis	14 March 1.00pm to 2.00pm	\$60	\$88
Skills First – best practice for data management (NSW)	Trent Bruce	15 March 12.00pm to 1.00pm	\$60	\$88
Build a bridge to success: Language, literacy and numeracy support (Masterclass)	Jana Scomazzon	17 March 1.00pm to 2.00pm	\$60	\$88
Introduction to LinkedIn – how to optimise your profile	Karen Hollenbach	20 March 12.00pm to 1.00pm	\$60	\$88
How to assess a unit of competency’s foundation skills	Jana Scomazzon	21 March 1.00pm to 2.00pm	\$60	\$88
A common sense approach to foundation skills in units of competency	Jana Scomazzon	23 March 1.00pm to 2.00pm	\$60	\$88
Why it is important for managers to effectively coach on non-performance and the legal ramifications if they don't	John Boardman	29 March 11.00am to 12.00pm	\$60	\$88

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# ACPET Professional Development

## CALENDAR APRIL 2017

Event	Presenter	Date & Time (AEST)	\$ Member / Public
Training and teaching series – structuring your content	Donna McGeorge	3 April 9.00am to 10.00am	\$60 \$88
What is cybersecurity and how does it affect your organisation	Bernd Salewski	5 April 11.00am to 12.00pm	\$60 \$88
Daily networking rituals on LinkedIn, to keep you top of mind with your connections	Karen Hollenbach	6 April 12.00pm to 1.00pm	\$60 \$88
ACPET CEO national update	Rod Camm	6 April 2.00pm to 3.00pm	Free \$88
Getting industry engagement right	Marc Ratcliffe	7 April 11.30am to 12.30pm	\$60 \$88
Online tools – simple and easy tools that can be used to enhance teaching in the classroom	Marc Ratcliffe	7 April 1.30pm to 2.30pm	\$60 \$88
WA webinar update	Helen McNeill	7 April 3.00pm to 4.00pm	Free \$88
How is your mental health – understanding anxiety and depression	Steven Dardaganis	10 April 1.00pm to 2.00pm	\$60 \$88
Creating a high performance communication culture	Leanne Drew-McKain	10 April 1.30pm to 2.30pm	\$60 \$88
Training and teaching series – designing activities	Donna McGeorge	10 April 4.00pm to 5.00pm	\$60 \$88
RTO health and performance – gaining Insight into your RTO	Trent Bruce	12 April 12.00pm to 1.00pm	\$60 \$88
Understanding the complete sales to marketing analytics picture	Stella Haros	18 April 10.00am to 11.00am	\$60 \$88
Introduction to industry event networking etiquette	Karen Hollenbach	21 April 9.30am to 10.30am	\$60 \$88

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All costs include GST

# ACPET Professional Development

## CALENDAR MAY & JUNE 2017

Event	Presenter	Date & Time (AEST)	\$ Member / Public
Introduction to publishing on LinkedIn for thought leadership	Karen Hollenbach	4 May 9.30am to 10.30am	\$60 \$88
ACPET CEO national update	Rod Camm	4 May 2.00pm to 3.00pm	Free \$88
How to manage Volume of Learning requirements	Marc Ratcliffe	5 May 11.30am to 12.30pm	\$60 \$88
Managing training across different generations	Marc Ratcliffe	5 May, 1.30pm to 2.30pm	\$60 \$88
WA webinar update	Helen McNeill	5 May 3.00pm to 4.00pm	Free \$88
Training and teaching series – debriefing for maximum impact	Donna McGeorge	8 May 9.00am to 10.00am	\$60 \$88
Let's get moving – strategies for moving more and reducing workplace sedentariness	Steven Dardaganis	9 May 1.00pm to 2.00pm	\$60 \$88
Introduction to providing feedback for emerging leaders	Karen Hollenbach	25 May 12.00pm to 1.00pm	\$60 \$88
Creating more powerful slide presentations	Marc Ratcliffe	26 May 11.30am to 12.30pm	\$60 \$88
How to create resources that help the learning stick	Marc Ratcliffe	26 May 1.30pm to 2.30pm	\$60 \$88
WA webinar update	Helen McNeill	2 June 3.00pm to 4.00pm	Free \$88
Training and teaching series - reduce PPT and Increase engagement	Donna McGeorge	5 June 9.00am to 10.00am	\$60 \$88
How to claim your organisations real estate on LinkedIn with a company page	Karen Hollenbach	8 June 12.00pm to 1.00pm	\$60 \$88
Keys to best practice assessment tool design	Marc Ratcliffe	16 June 11.30am to 12.30pm	\$60 \$88
Developing audit friendly and learner friendly RPL	Marc Ratcliffe	16 June 1.30pm to 2.30pm	\$60 \$88
How to post content from your organisations LinkedIn page	Karen Hollenbach	20 June 12.00pm to 1.00pm	\$60 \$88

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