





Workshop Title	Priorities, Projects and Time Management
Description	Being successful within the contemporary publishing environment requires the ability to plan and juggle multiple projects, and to really stay focused on priorities as demands change around you. This program will give you practical tools and strategies to support the multiple demands on your time – and establish the vital sanity saving factors you can use creatively to manage projects.
Cities and Dates	<i>Melbourne:</i> Tuesday 10 August 2010 <i>Sydney:</i> Thursday 12 August 2010
Start and finish times	9.00 a.m. – 4.30 p.m.
Presenter	<p>Amanda Phillips</p> <p>Amanda is an exciting and energetic trainer and Director of her own Training and Development Company [also called APA!]. Valued also for her consultative approach, Amanda has delivered workshops for the APA regularly for 7 years and has a good understanding of the publishing industry.</p> <p>Amanda’s wide ranging professional experience in arenas ranging from the University sector to the dynamic business world of international music management - from Government bodies to information technology and pharmaceutical industries, has meant she has been sought after for in-house on customized workshops with numerous publishing industry teams.</p> <p>You will find Amanda’s program practical, challenging and enjoyable. Guaranteed! She has never had negative reviews.</p>  <p><i>“This workshop was dynamic. Amanda has so much experience and a pool of humorous examples to call on. I learnt an amazing amount in just one day that will help back at work.”</i> Manager, APA Member, 2009</p>
Who should attend?	<p>Anyone, anywhere with a desire to achieve a saner working life around project planning and prioritising of tasks.</p> <p>Anyone who would like to learn – or learn again - some tools and techniques to take back to the workplace [for immediate use] to <u>support planning, promote improved practices and clarify directions.</u></p>
Content may/will include:	<ul style="list-style-type: none"> • Introduction & Expectations • Projects in the publishing environment – what’s currently working and what’s changed? • What is a project and what are the critical elements of every project? • Priority – knowing what is really important • Prioritising projects – what does it take to manage multiple

	<p>demands?</p> <ul style="list-style-type: none"> • Time management truths – all about your habits and time wasters! • Your computer – and email • The People Factor! • Planning Tools - Gantt Charts and the Critical Path Method (CPM) • The essentials of project planning and review/monitoring • Action plan • Review & Conclusion.
Format for the day:	<ul style="list-style-type: none"> • Practical skills and tools are applied throughout the program evaluating issues including communication, information sharing and promoting a positive working environment • Participants will build a step-by-step action plan to promote continued progress and discussion in the workplace. • The activities will require both individual and small group work • Workbook exercises will facilitate recognition of current opportunities for improving workplace communications. This will include formal and informal approaches. • Ongoing assessment of content will occur during the program by both participants and the trainer. A small group assessment of progress will be part of the closing part of the program. • An overall report will be provided to further support and inform on the program's achievements.
Investment	<p>\$425 APA members \$480 Non-members</p>
Venues	<p>Melbourne: Venue: Seasons Botanic Gardens, 348 St Kilda Road, Melbourne, VIC 3004 Tel: 03 9685 3000</p> <p>Sydney: Venue: Adina on Crown, 359 Crown Street, Surry Hills, Sydney, NSW 2010 Tel: 02 8302 1000</p>
Catering	<p>Morning and afternoon refreshments and a light lunch are included.</p>
Further information	<p>Please contact: Dee Read, Industry Professional Development & Training Manager, APA Office: 02 9281 9788 Mobile: 0424 603 251 e: dee.read@publishers.asn.au</p>

NOTE: Event details are subject to change. The latest information is indicated by date at the top of the first page.

<p>TO REGISTER</p> <p>Read Cancellation</p>	<p>Please keep a copy of the Registration/TAX INVOICE Form for your accounts department as this form is your tax invoice when paying by EFT or credit card.</p> <p>Click here to go straight to cancellation policy before filling in the registration form.</p> 
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Policy

Then register

Register as follows:

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- Go to the **Status column** for this event in the table of events
- If the event is open for bookings, click on **Booking Now** to go straight to the TAX INVOICE/REGISTRATION form.

This can be faxed to 02 9281 1073
or emailed back to dee.read@publishers.asn.au