

How To Enrol

Contact

Visit: <http://www.mdsservices.com.au/training/enrolmentform.html>

or

Contact: Erin De Rooy - Training Support Officer

Phone: 4621 8400

Fax: 4628 4006

Email: Erin.DeRooy@mdsservices.com.au

Multiple Staff Offer

Any organisation that enrolls and pays for three or more staff members will attract a 15% Discount*

Refund Policy

Once an enrolment form is received and processed, credits, transfers or refunds can only be applied in the following cases:

-A course is cancelled or the date is changed by MDS Training

-A written request is received ten days prior to the course commencement

It is possible to substitute a replacement into a short course which has not commenced.

Administration fees apply to all requests for refunds.

The administration fees are as follows:

\$50 fee for a short course of one or two days duration

*Limited Places Available



**Macarthur
Disability Services
Level 8, 138
Queen Street
Campbelltown
NSW 2560
Ph: (02) 4621 8400
Fx: (02) 4628 4006**

**Professional
Development
Program**

February - June 2012

Information

Course Training Location:

Level 8/138 Queen St Campbelltown

Parking:

Available at the RSL carpark off Cordeaux St

Enrolment:

Visit <http://www.mdservices.com.au/training/enrolmentform.html>

Course Costs:

All one day programs are \$150.00

Resources:

Morning tea is supplied for all courses.
Workbooks and/or handouts supplied for all course

-All of these course are available for in-house delivery
-Other courses available contact the training coordinator
for more information

February

How to Manage a Crisis Situation Date: Tuesday 7th February

Manage Risk in the Workplace Date: Tuesday 21st February

March

Interview Skills Date: Tuesday 6th March

Manual Handling Date: Tuesday 13th March

Recruiting and Selecting Staff Date: Tuesday 20th March

Supporting Staff to do their Best Date: Wednesday 28th March

April

Facilitating Small Groups Date: Tuesday 3rd April

Introduction in Case Management Date: Tuesday 17th April

May

Challenging Behaviours Date: Tuesday 1st May

Mentoring and Coaching Date: Tuesday 8th May

Manage People Performance Date: Tuesday 29th May

June

Complex Case Management Date: Tuesday 12th June

Facilitating Continuous Improvement Date: Tuesday 26th June

 Program Days

February						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30