

Take Control of Change!

Increasing your Confidence and Competence in the Face of Constant Change

Women's Professional Development Network



The Women's Professional Development Network (WPDN) is proud to present a free professional development workshop open to all women staff at the University of Adelaide, to be run on Monday, 2 November 2009.

Course Overview

Some people love change and lead through it; some absorb and adapt to it with time; some hide from it; some obstruct it. Faced with perpetual workplace change, the challenge is to develop to the point where we can confidently and competently achieve positive outcomes in change environments. This workshop will provide practical understandings and strategies that will improve your "change friendliness" and thus better position you to effectively lead, manage and participate in change.

If you wish to register, please complete the form below and return to Professional and Continuing Education as soon as possible. **Places are strictly limited to the first 25 registrations!**

REGISTRATION FORM

Personal Details

Surname: _____ Given Names: _____
Department: _____
Telephone: (W) _____ Email: _____

Course Details

Course Title: **Take Control of Change! Increasing your Confidence in the Face of Constant Change**
Location: **Professional and Continuing Education, Level 9, 115 Grenfell Street, Adelaide**
Workshop: **1.30am – 4.45pm**
Networking Drinks: **4.45pm – 5.30pm**
Date: **Monday, 2 November, 2009**
Refreshments: **Afternoon Tea, Coffee, and Drinks provided**
Cost: **NO CHARGE**

Registration

Registration Forms must be submitted to Professional and Continuing Education (PCE) by **29 October 2009**:

In Person: Level 9, 115 Grenfell St, Adelaide
By Internal Mail: Professional and Continuing Education, The University of Adelaide SA 5005
By Fax: (08) 8303 4411
Via Email: linh.tran@adelaide.edu.au

Registration Queries: Linh Tran – linh.tran@adelaide.edu.au
Course Queries: Jo Carrick, Convener of WPDN – Joanna.carrick@adelaide.edu.au

You will receive an email confirming your registration. If you have missed out on a place, you will be notified by email and registered on a wait-list. PCE will then contact you by email if a place becomes available.

Internal Approval

You must ensure that you receive approval from your Supervisor to attend this professional development session.

Name of Area Head – please print: _____ Signature of Area Head:

Cancellation Conditions

Whilst the workshop is offered at no charge there is, however, a limit to the number of staff who may attend. Therefore, if you are unable to attend, please notify PCE in writing (by letter or email), 3 working days before the course commencement date. This will give the opportunity for another staff member to take your place. If you provide insufficient notice of your inability to attend or do not attend the workshop on the day you will not be able to similar workshops in the future.

I have read and accepted the Cancellation Conditions (above), and understand that my registration is accepted strictly in accordance with these conditions.

Signed: