

Working Smarter: Planning & Time Management Skills

19 May | Online



Grab your schedule by the reins and learn how to cater your workspace to YOUR needs

- Gain long-lasting skills to tackle procrastination
- Learn strategies that will transform your efficiency
- Build a time management system that works for you
- Define SMART goals aligned with organisational priorities

THE AGENDA

Workshop

19 May | 9:00 - 4:30

- Effectively planning and prioritising your day
- Setting realistic goals aligned with yourself and your team
- Assertiveness and optimising your schedule
- Maintaining structure under pressure

YOUR FACILITATOR

Donna has 30+ years experience with professionals, improving their performance and bottom line; coaching them to have a work life they love. She works with leaders, managers and senior executives in mentoring them to achieve the optimum in their careers. Donna is passionate about helping clients walk away with clarity, focus and a clear course of action to ensure they reach their full potential.



Donna Stone
Business Consultant & Coach
Stone Business Coaching

GROUP DISCOUNTS

3 - 4 Attendees

10%

5 - 7 Attendees

15%

8 - 9 Attendees

20%

10+ Attendees

25%

BOOK NOW AND SAVE

Rapid Action

Save \$600

Ends 19 Jan

Value Plus

Save \$400

Ends 16 Feb

Super Saver

Save \$200

Ends 16 Mar

Early Bird

Save \$100

Ends 14 Apr

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BOOKING FORM

Event Reference: PTMS0523A - O
Priority Code: I



Registration Information

Organisation Name

Address Suburb State Postcode

Booking Contact Information

Title Full Name Position Email Phone



Delegate Information

#	Title	Full Name or TBA	Position	Email
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				



Pricing

Ends 19 Jan	Ends 16 Feb	Ends 16 Mar	Ends 14 Apr			
Rapid Action Save \$600	Value Plus Save \$400	Super Saver Save \$200	Early Bird Save \$100	Standard Rate		
\$995 +gst = \$1094.50	\$1195 +gst = \$1314.50	\$1395 +gst = \$1534.50	\$1495 +gst = \$1644.50	\$1595 +gst = \$1754.50		
GROUP DISCOUNTS	3 - 4 attendees	5 - 7 attendees	8 - 9 attendees	10+ attendees	No. of Attendees	Total incl. GST
	10%	15%	20%	25%		

Conditions: Group Discounts apply for bookings made simultaneously. Only one discount applies. Group discounts apply to standard rates only. Group discounts are not applicable to Rapid Action, Value Plus, Super Saver and Early Bird rates. Discounts cannot be applied retrospectively and must be claimed at the time of booking. Liquid Learning Group reserves the right to have sole discretion on an organisation's eligibility for discounts.
Note: All prices listed in Australian Dollars. Course materials included. Registration Options are per person only.



Payment Details

Payment is required prior to attending this event.

- Credit Card
 - Cheque (payable to Liquid Learning Group Pty Ltd)
 - Electronic Funds Transfer
 - Please invoice me:
- Purchase Order No. #

Credit Card Details - Please charge my credit card for this registration:

Card Type Visa MasterCard American Express

Note: 2% surcharge applies to American Express payments

Card Number Expiry /

CVV Full Name as on card

Cardholder's Contact Number

Signature

X

Electronic Funds Transfer (EFT)

Please transfer funds directly to:
Westpac Account Name: Liquid Learning Group Pty Ltd
BSB: 032 002
Account No: 407 273
SWIFT Code: WPACAU2S

Amount

Please quote ref PTMS0523A - O and registrant name



Authority

Authorising Manager's Details: This registration is invalid without a signature

Name	Position	Phone	Signature	Date
			X	

Email this form to: registration@liquidlearning.com.au or Call us on: +61 2 8239 9711

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