



Presenting & Educating With Confidence 2008



PROGRAM OVERVIEW

These days most of us are required at some stage to speak in front of an audience. It may be peers, patients, a school group or a service club.

For the majority of people this is one of the most fearful experiences they can imagine. We are not taught these skills but you can learn them.

Presenting & Educating With Confidence is a unique, one day program that helps you to step by step learn the strategies and tips to confidently plan and present a session or program to others.

The program gives you a clear structure to plan presentations and learn practical skills to overcome fears and present confidently.

Note: The course is limited to 10 people allowing for lots of one to one, personalised interaction.

PROGRAM OUTLINE

The program is fun, interactive and practical and gives participants the opportunity to:

- Clearly plan & design an education session
- Create a helpful learning environment
- Identify different people's learning styles
- Practice presentation skills
- Design clear overhead transparencies & PowerPoint presentations
- Overcome fears of presenting
- Effectively utilise voice and body energy
- Learn the 'how to' of public speaking

FACILITATOR

Adrienne James is an RN and well recognised health educator with a passion for helping people overcome their fears and feel more confident about presenting. Her style is interactive and she believes learning should be fun.

WHO SHOULD ATTEND

The course is open to nurses, GP's, and other health professionals who are interested in gaining skills in this area.

PROGRAM DETAILS

Dates: Saturday 8 March
Saturday 31 May
Saturday 30 August
Saturday 15 November

Time: 9.00am - 5.00pm

Venue: Ashley Ricketson Centre
Caulfield General Medical Centre
260 Kooyong Road, Caulfield

Cost: \$180 (inc. gst)

REGISTRATION

Register on line at www.lunghealth.org or contact the Lung Health promotion Centre at The Alfred on (03) 9076 2382 or via email at lunghealth@alfred.org.au

Refunds & Cancellations

No refund will be given for cancellations made within 5 working days of course starting date. Otherwise a \$25 administrative fee will be retained from each refund.

Please note: Course places are limited and are confirmed upon full payment of course fees, 2 weeks prior to the date of the course.

NB: All courses are tax deductible.

2008 Course Registration Form

I would like to register for the following program(s):

** All course fees are GST inclusive

** Highlighted courses attract a 50% GPV Subsidy – if you are interested in other courses please contact the Lung Health promotion Centre directly.

Introductory Course in Asthma Education \$575

- ☐ Wed 5 – Fri 7 March ☐ Wed 28 May – Fri 30 May
☐ Wed 27 – Fri 29 August ☐ Wed 12 – Fri 14 Nov

Presenting & Educating With Confidence \$180

- ☐ Saturday 8 March ☐ Saturday 31 May
☐ Saturday 30 August ☐ Saturday 15 November

Smoking Cessation Facilitators Course \$425

- ☐ Thursday 17 – Friday 18 April
☐ Thursday 24 – Friday 25 July
☐ Thursday 30 – Friday 31 October

Asthma Management Update \$180

- ☐ Wednesday 23 April ☐ Wednesday 6 August

Paediatric Respiratory Update \$180

- ☐ Friday 9 May ☐ Friday 19 September

Positive Strategies For Life & Work \$180

- ☐ Thursday 6 November

Introductory Course in Acute Non Invasive Ventilation \$180

- ☐ Friday 2 May ☐ Friday 5 September

Respiratory Nurse Course \$795

- ☐ Wed 9 – Fri 11 April / Wed 7 – Thurs 8 May
☐ Wed 20 – Fri 22 Aug / Wed 17 – Thurs 18 Sept

Managing COPD - There is something you can do! \$425

- ☐ Wednesday 30 April – Thursday 1 May
☐ Wednesday 10 – Thursday 11 September

Principles & Practice of Spirometry

General \$632.50 ; Public Hosp's/Universities \$489.50

- ☐ Monday 18 - Tuesday 19 February
☐ Thursday 29 – Friday 30 May
☐ Thursday 14 – Friday 15 August
☐ Thursday 6 – Friday 7 November

Please complete the details below they will be submitted to Lung Health by GPV on your behalf.

This registration form, your subsidy application form and payment MUST be sent to GPV details below.

Name:.....

Address:

..... P/C:

Is this address ☐ business? ☐ home?

Work phone:

Home phone:

Fax:

E-mail:

Gender: M / F

Occupation/Profession:

Organisation:

The Lung Health Promotion Centre complies with the *Victorian Information Privacy Act 2001*.. Personal information about current & potential participants will be used only for the purposes collected & in accordance with the Centre's policies & procedures.

Please mark box if you do not wish your details to be:

- ☐ included in the Centre's mailing list
☐ included in the Centre's email listing
☐ included on a course participant list
☐ given out to the Centre's partners

For subsidy information contact
General Practice Victoria
Nursing in General Practice Program
Nicole Toon Tel: (03) 9341 5243
Email:n.toon@gpv.org.au

Contact course provider for course information

Lung Health Promotion Centre
The Alfred, PO Box 315, Prahran, Vic, 3181
Tel: (03) 9076 2382 Fax: (03) 9076 3434
Email: lunghealth@alfred.org.au
Website: www.lunghealth.org

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