

**REGIONAL PRIVATE PRACTICE SEMINAR
SERIES ONE 2019**

RECRUITING WELL

AVOIDING OR MINIMISING THE LEGAL AND CULTURAL PITFALLS DURING RECRUITMENT

**TOURING QUEENSLAND
20 MARCH - 17 MAY**
LOCATIONS & DATES OVERLEAF

15
AAPM CPD points
Subject to approval

Building upon our last training series about policies and procedures, the first training series of 2019 will focus on recruitment.

Recruitment is the best opportunity you have to get the relationship right and establish excellent standards. It is also the only opportunity you have to exercise some of your rights as an employer.

SESSION ONE

Recruiting well – Avoiding or minimising the legal and cultural pitfalls during recruitment

Join Michelle Cowan, Senior Industrial Officer, AMA Queensland who will look at the tips, tricks and opportunities to consider when you are recruiting new staff into your practice. Michelle will also review what a thorough recruitment process looks like and how it can minimise the risk of problems later in the employment relationship.

SESSION TWO

Recruiting well – The ultimate PR opportunity

Following Michelle's presentation, Samantha Miklos, Director, Cornerstone Medical Recruitment will explore the cultural aspects of recruitment and retention, and how recruitment is the ultimate PR and corporate cultural development opportunity for your practice.

When done well, the recruitment process is about so much more than simply recruiting staff into vacant positions. We will discuss how the recruitment process is an opportunity to better attract, retain and develop new and existing staff, whilst simultaneously enhancing your corporate culture.

Register now to secure your place. Practice support staff in the permanent employ of AMA Queensland Members and Award Subscription Members are eligible for AMA Queensland Member rates.

COST

Award Subscription Members:

First attendee: \$110
Additional attendees: \$98

AMA Queensland Members:

(Includes practice staff in the employ of members)

First attendee: \$120
Additional attendees: \$107

Australian Association of Practice Management (AAPM) Members:

First attendee: \$120
Additional attendees: \$107

Non-members:

First attendee: \$150
Additional attendees: \$132

SEMINAR INCLUSIONS

- ▶ Tea and coffee on arrival
- ▶ Morning tea
- ▶ Course notes
- ▶ Certificate of attendance

TRAINERS



Michelle Cowan,
Senior Industrial
Officer,
AMA Queensland



Samantha Miklos,
Director, Cornerstone
Medical Recruitment

REGISTER NOW ONLINE AT WWW.AMAQ.COM.AU

Award Subscription Members registering online must retrieve a discount code to receive the nominated discounted rate. Contact the Events Team to receive your discount code.

CONTACT US

For any enquiries, please contact the Events Team on (07) 3872 2222 or email registrations@amaq.com.au.

REGIONAL PRIVATE PRACTICE SEMINAR
SERIES ONE 2019



REGISTRATION FORM

FIRST ATTENDEE

please tick your location below

Name: Dr / Mr / Ms / Mrs / Miss (Please circle) _____

Award Subscription Member AMA Member AAPM Member Non-member

AMA Queensland/AAPM Member number: _____ In the employ of Dr: _____

Practice name: _____ Position title: _____

Office phone: _____ Mobile: _____ Email address: _____

Postal address: _____

Dietary requirements: _____

ADDITIONAL ATTENDEES

Name: Dr / Mr / Ms / Mrs / Miss (Please circle) _____

Award Subscription Member AMA Member
 AAPM Member Non-member

Position title: _____

Email address: _____

Dietary requirements: _____

Name: Dr / Mr / Ms / Mrs / Miss (Please circle) _____

Award Subscription Member AMA Member
 AAPM Member Non-member

Position title: _____

Email address: _____

Dietary requirements: _____

PAYMENT

Credit card: Visa Mastercard AMEX

Amount: \$ _____

Card number: _____

Expiry date: ____ / ____ CCV: _____

Cardholder's name: _____

Signature: _____

Direct deposit: Contact the Events Team on (07) 3872 2222

DATES AND LOCATIONS:

- Toowoomba**
Wednesday 20 March
9am – 12noon
Empire Theatre,
56 Neil Street,
Toowoomba
- Mackay**
Friday 22 March
10am – 1pm
North Queensland PHN,
Suite 3, Level 1 Post
Office Square Building,
67-69 Sydney Street,
Mackay
- Townsville**
Friday 29 March
10am – 1pm
Hotel Grand Chancellor
334 Flinders Street,
Townsville City
- Brisbane South**
Wednesday 3 April
9am – 12noon
Pacific Golf Club
430 Pine Mountain Road,
Carindale
- Cairns**
Friday 5 April
10am – 1pm
Novotel Cairns Oasis
Resort, 122 Lake Street,
Cairns
- Brisbane North**
Wednesday 24 April
9am – 12noon
Kedron-Wavell
Services Club
21 Kittyhawk Drive,
Chermside
- Brisbane West**
Tuesday 30 April
9am – 12noon
Indooroopilly Golf Club
Meiers Road,
Indooroopilly
- Gold Coast**
Thursday 2 May
9am – 12noon
Southport Yacht Club
1 Macarthur Parade,
Main Beach
- Sunshine Coast**
Wednesday 8 May
9am – 12noon
Central Queensland PHN
Level 1, Mayfield House,
29 The Esplanade,
Maroochydore
- Rockhampton**
Friday 10 May
10am – 1pm
Central Queensland PHN
Level 1, 44a William
Street, Rockhampton
- Bundaberg**
Friday 17 May
10am – 1pm
Central Queensland PHN
205 Bourbong Street,
Bundaberg

Submit registration form:

Email: registrations@amaq.com.au

Fax: (07) 3856 4727

Post: AMA Queensland, PO Box 123,
Red Hill, QLD 4059

Phone: (07) 3872 2222

Privacy information:
AMA Queensland's primary purpose
of collecting personal information
on this form is to process your
purchase. In providing your details
you consent to your personal details
being used in the manner indicated.
ABN: 17 009 660 280

**ONLINE REGISTRATION AVAILABLE AT
WWW.AMAQ.COM.AU**