



**RACMA**  
The Royal Australasian College  
of Medical Administrators

# Management for Clinicians

23 & 24 July 2010

The Sebel, 65 Queens Road, Albert Park, Melbourne

Accommodation telephone: 03 9529 4300

## A 2-day workshop in practical management for clinicians who have management responsibilities

Facilitated by Dr Lee Gruner (FRACMA) Inquiries: RACMA Secretariat +61 3 9824 4699 Email: info@racma.edu.au

### What is management?

Being a senior manager is not an easy job. We often just “do” and rarely reflect on what we do. Our days are filled with crises and leave little time for planning. We let the task take control of us, rather than being in control of the task.

This workshop is aimed at improving your management skills by:

- Learning new skills to address common problems.
- Giving you time to reflect on your own management style and that of others.
- Learning from your peers.

### Day 1 Registration 9.00am - 9.30am

**1** Session 1 Effective Communication  
Gain an understanding of your communication styles and the communication style of others. Identify blockers to good communication. Gain tools to improve communication with superiors, co-workers and subordinates.  
Friday 23 July 9.30am - 12.30pm

**2** Session 2 Successful Leadership  
Are leaders born or made?  
How effective are you as a leader?  
Understand how the best leaders achieve their aims.  
Analyse and practice the skills of leadership.  
Friday 23 July 1.30pm - 5.00pm

**3** Session 3 Understanding Clinical governance  
Explores the nature of clinical governance and its contribution to enhancing quality and safety in organisations and departments.  
Saturday 24 July 8.30am - 12.15pm

**4** Session 4 Managing Change  
Experience of change is not always positive and understanding how and why people react to change and the use of a change model will assist you in dealing with all future changes.  
Saturday 24 July 1.00pm - 4.30pm

### Registration Form (Please use block letters)

Name \_\_\_\_\_  
Position \_\_\_\_\_  
Organisation \_\_\_\_\_  
Address \_\_\_\_\_  
Postcode \_\_\_\_\_  
Phone (W) \_\_\_\_\_ Mobile \_\_\_\_\_  
Email \_\_\_\_\_

#### Course fees (Includes morning tea, lunch & afternoon tea)

Full registration (please tick)	Early bird (please tick)
<input type="checkbox"/> \$695 per person	<input type="checkbox"/> \$590 per person
<input type="checkbox"/> \$645 per person group	<input type="checkbox"/> \$540 per person group
<input type="checkbox"/> \$595 per person rural	<input type="checkbox"/> \$490 per person rural

**Note**

- Rural rate includes \$100 subsidy from the Victorian RACMA VAMMI Education Fund
- All rates include GST
- Group bookings of 3 or more deduct \$50pp
- To take advantage of the 'Early bird' rate, bookings must be made prior to July 1 2010

#### Payment options (please tick)

Total Amount \$ \_\_\_\_\_

- Cheque (payable to RACMA)  
 Credit Card (fax to RACMA on 03 9824 6806)

Credit card type (please tick)

- Visa  Mastercard

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Credit card number

Signature \_\_\_\_\_ Expiry date / \_\_\_\_\_

Name on card \_\_\_\_\_

Tax receipt forwarded following the processing of Registration

Photocopy and mail or fax completed Registration Form to RACMA 10/1 Milton Parade Malvern Victoria 3144  
Phone +61 3 9824 4699 Fax +61 3 9824 6806  
Email info@racma.edu.au