



FOUNDATION LEADERSHIP PROGRAM for BUSINESS MANAGERS

This intensive four day program is offered in conjunction with the NSW Bursars' Association. It includes information on a wide range of matters critical to the role of business manager. A number of sessions will be delivered by experienced business managers providing very practical insights into the challenges of the role.

28 & 29 June 2010 and
12 & 13 July 2010

8:30am for 9:00am – 5:00pm

AIS Conference Centre
Level 12, 99 York Street, Sydney

Commercial parking only.
Close to Town Hall Station.

Bursars/business managers in
any independent school

\$1,800
*Cancellation should be in writing by
the closing date to enable refund.
Your registration will be confirmed by
fax after closing date*

Closing Date: 14 June 2010

DAY 1

The role of the Business Manager

The changing nature of the independent sector
Leader or manager?
Leadership and change management

DAY 2

Financial leadership

Grants
Financial health assessment framework
Banking and loans
Financial reporting
Liquidity, cashflow budgeting and receivables
Developing a culture of financial responsibility
Financial questionnaire issues
Effective procurement
Capital projects/project management

DAY 3

Legal parameters

Legal matters
Insurance matters
Enrolment policy
Employment contracts
Legislative compliance
Educational compliance
Students with disabilities

DAY 4

Managing people

Performance management
Having the hard conversations
Critical incident management & media communication
Panel discussion



Independent Schools
Leadership Centre



FOUNDATION LEADERSHIP PROGRAM REGISTRATION/TAX INVOICE

ABN 96 003 509 073

Please print clearly

PLEASE:

1. Complete this form and either fax to Cecilia Waites on (02) 9290 2274 or email at courses@aisnsw.edu.au

and

2. Send this form, with a school cheque, to: The Association of Independent Schools, Level 12, 99 York St, Sydney 2000

SCHOOL DATA

School Name: _____

School Address: _____

Ph: _____ Fax: _____

COURSE DATA

Course name: _____

Date/s of course _____

Course cost: _____

(all advertised course costs include GST)

Date submitted: _____

APPLICANT DATA

1: Surname _____ First name: _____

Role in School: _____ Email: _____

2: Surname _____ First name: _____

Role in School: _____ Email: _____

3: Surname _____ First name: _____

Role in School: _____ Email: _____

4: Surname _____ First name: _____

Role in School: _____ Email: _____

If there are more than 4 applicants for this course please attach additional names to this sheet

Special dietary requirements: _____

Enclosed cheque for \$ _____
made payable to: The Association of Independent Schools



Independent Schools
Leadership Centre



An Australian Government Initiative

