



FOUNDATION LEADERSHIP PROGRAM for BUSINESS MANAGERS

6 & 7 July 2009 and
16 & 17 July 2009

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

\$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: 30 June 2009

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.

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

Deductible gift recipient funds
Government funding
Audit functions
Banking and loans
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

islc

Independent Schools
Leadership Centre





FOUNDATION LEADERSHIP PROGRAM
REGISTRATION/TAX INVOICE

ABN 96 003 509 073

PLEASE:

1. Complete this form and either fax it to Cecilia Waites on (02) 9290 2274 or **email** at courses@aisnsw.edu.au asap
and
2. Send this form, with a school cheque, to: The Association of Independent Schools, Level 12, 99 York St, Sydney 2000

Please print clearly

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

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