



MASTERCLASS SERIES

EFFECTIVE SPEECHES AND REPORT WRITING

📅 13 May 2010

🕒 1:45pm for 2:00pm - 5:00pm

📍 AIS Conference Centre
Level 12, 99 York Street, Sydney

🚗 Commercial parking only.
Close to Town Hall Station.

👤 Principals, deputy principals
and senior staff in AIS member
schools

💰 \$350
*Cancellation should be in writing by
the closing date to enable refund.
Your registration will be confirmed by
fax after closing date*

🚫 **Closing Date:** 29 April 2010

Communicating effectively and with confidence is a very important and visible part of many leadership roles. Even with years of practice, delivering a speech, or speaking to a group of people can be daunting and not always result in the appropriate impression or message being given.

In this workshop, we will analyse a range of contexts and consider different ways of tackling the challenges they present.

We will assemble a list of the strategies and techniques used by effective speakers and “try them on for size” assisting participants on the journey to developing their own style. The workshop will include a short opportunity to practice some of the strategies and get feedback from colleagues in a private environment.

The workshop will also review some of the ways in which we can vary the language we choose when we write to make wording more effective and appropriate for the context. In addition, becoming very familiar with some of these strategies should make the writing process not only effective, but efficient for the busy school leader.

Julie Thompson Director: Professional Development with the AIS. In this role she has responsibility for the planning and delivery of a large professional development program. The program comprises a range of professional development activities for NSW independent schools including courses, conferences, consultancy support to individual schools and the undertaking of action learning projects within funded programs. Julie leads a diverse team of professional development consultants and school-based convenors.

Julie also has responsibility for the ongoing development of the Independent Schools Leadership Centre.

Julie has a background in school languages teaching and university teacher training. She has an undergraduate honours degree in French, a post graduate diploma in Education and an honours masters degree in Applied Linguistics.



Independent Schools
Leadership Centre



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

MASTERCLASS SERIES REGISTRATION/TAX INVOICE

ABN 96 003 509 073

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

Special dietary requirements: _____

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



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