



INTRODUCTION TO GOVERNANCE TRAINING

Governance training is suitable for:

- Members of the governing body
- Senior officers
- Other staff members who work with the governing body
- Other staff members who would benefit from understanding the role of the governing body

Your organisation can be:

- An incorporated association
- An Aboriginal Corporation
- A company limited by guarantee
- A co-operative

Your governing body can be:

- A Management Committee
- A Board of Management
- A Board
- A Board of Directors

The Introduction to Governance course will increase your knowledge and understanding so that whatever your role, in whatever type of organisation, you can contribute to achieving excellence in governance.

Introduction to Governance Course Content
Governance v Management – Accountability v Responsibility
Legislation and constitutions
Roles & functions of a governing body and the office bearers
Governance structure - members, governing body members and office bearers

Pinnacle HR also offers advanced Governance training sessions. See below the topics covered. Please contact us on 08 8232 2820 for further information.

Advanced Governance Course Content

- Strategic planning, risk management and the governance body
- Financial governance
- Governance performance review
- Governance policy and protection

All participants will receive a workbook, handouts and Certificate of Attendance.

Date: Thursday 27.10.2016

Time: 9.30am to 12.30pm

Venue: Pinnacle HR, 33 Hutt Street, Adelaide. Level 1 (No lift access)

Cost: **Standard Fee:** \$310.00 (GST inclusive) per person
Members Discount: \$270.00 (GST inclusive) per person

If you require further information or assistance please contact Barb or Carly on 8232 2820.

BOOKING FORM - GOVERNANCE TRAINING

To register for training please complete the information below.

Then fax this form to Pinnacle HR on 8224 0107 or email to admin@pinnaclehr.com.au

(PLEASE PRINT)

Name of Participant(s)

.....

Organisation

.....

Address

.....

Phone

Fax

Email

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9.30am to 12.30pm Thursday 27.10.2016

Venue: Pinnacle HR, 33 Hutt Street, ADELAIDE Level 1 (No Lift Access)

Date: Thursday 27.10.2016;

Time: 9.30am to 12.30pm

Parking: Is available in the public car park in Pirie Street.

TERMS AND CONDITIONS

- Telephone bookings will not be accepted. Payment must be received to confirm your place
- Payment must be received 5 working days before the commencement of the training.

PAYMENT - Payment can be made via cheque made out to Pinnacle HR Inc or directly credited to National Australia Bank, BSB: 085-042, Account: 639-858-737 or VISA / MasterCard:

Card Number

Expiry Date /

Card Holders Name:

Email Address for Sending Payment Confirmation:

CANCELLATION TERMS AND CONDITIONS

Please note cancellation terms and conditions attached.

Client Cancellation Policy:

1. All cancellations must be notified in writing to admin@pinnaclehr.com.au Registrations for Training may be cancelled up to five (5) working days prior to the Training date and participants will receive a full refund.
2. Registrations for Training which are cancelled with less than five (5) working days notice prior to the Training date will not receive a refund.
3. Where a participant does not attend the full training fee will be charged.
4. Where the participant cannot attend they may arrange for an alternative employee to attend by giving not less than two (2) working days notice.
5. Payment must be made not less than five (5) days prior to commencement of the Training.