



Jan / Feb 2000

Building On A 50 Year Partnership



On 26th July 1950, 52 businessmen met in Brisbane to lay the foundations for the Queensland branch of the Australian Institute of Management.

Promoted by the Queensland Chamber of Manufacturers, the meeting was chaired by the Chamber's President, Mr Maldwyn Davies.

The meeting resolved:

"That this meeting agrees to establish the Queensland Division of the Australian Institute of Management and it was decided that the Division would be Queensland-wide and not limited to the capital city."

At the first meeting of the provincial committee in 1950, Mr Davies was elected Chairman and the Chamber of Manufacturers guaranteed AIM's accounts for the period of development. Members of the Industrial Management Association also agreed to wind up the activities of their body so that AIM could receive full support of all interested parties.

The Institute was initially located in an office at 129 Eagle Street in Brisbane. Within two years, AIM moved its headquarters to the Old Town Hall Buildings in Queen Street. Another move, to 60 Edward Street, took place in 1958 before the Institute took up residence in its current premises at Spring Hill in 1964. AIM's presence spread throughout Queensland in the late 50's and early 60's

with regional committees set up in Maryborough, Mackay, Townsville, Toowoomba and Rockhampton. The Northern Territory branch was established in Darwin in the mid-70's.

Half A Century of Management Excellence

The year 2000 marks the 50th Anniversary of AIM in Queensland. For half a century the Institute has worked to support and recognise excellence in management and leadership in Queensland and Australia.

From humble beginnings, AIM has grown to be Australia's largest professional body for managers at all levels. It has more than 5000 personal members in Queensland and the Northern Territory and around 1000 company members.

As the Institute celebrates it's 50th birthday, AIM has much to be proud of. It is regarded as one of the market leaders in professional development for managers and offers exceptional networking and career development opportunities. AIM is also a leader in the provision of management information resources through its bookshop, library and on-line capabilities.

To mark its 50th birthday AIM has planned a series of events including a flagship seminar series on managing Not-For-Profit organisations (see page 2),

recognition for 25 year personal and corporate members, an anniversary dinner celebration on 26 July and a number of corporately sponsored receptions.

New Millennium Management

Rapid changes in employment practices have highlighted AIM's role in providing a partnership that reaches beyond the bounds of occupation or industry.

In doing so, AIM President Paul Wright, says the Institute is supported by many of Queensland's most outstanding business people.

"It is testament to AIM's tenacity and professionalism that we can count this State's business leaders and captains of Industry as Fellows."

"Through their contribution and advocacy, these leaders have guided the Institute through the last fifty years and are instrumental in setting a course for the next fifty," Mr Wright said.

"AIM is tackling the challenges of the future and finding meaningful ways to connect with and partner its members in this ever changing job market."

"This means 'breaking the china' and finding new ways to provide professional growth, career support... and when it comes down to it, good old fashioned networking," he said.

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AIM Supports Management Research

As Australia's peak professional body for managers, the Australian Institute of Management is committed to assisting and promoting Australian specific research on management issues.

The Institute is regularly approached with requests to partner research, and it is our responsibility to choose those projects that will be of benefit to all concerned. Last year AIM supported research into Vision and Mission Statements, Organisational Culture and Change and Workplace Bullying.

Moving into 2000, we are again encouraging personal and corporate members to participate in a number of research projects of local, national and international significance.

To this end, AIM is supporting several projects in the first quarter. These research initiatives can be recognised by the official AIM letter which accompanies them.

The first is a national survey titled **Innovation In Australia**. The survey, which was distributed to several thousand AIM members in mid-January is being coordinated by the Faculty of Business at the Queensland University of Technology.

The results of this study will provide valuable information about the dynamics of innovation in Australian organisations. Survey recipients were randomly selected from the AIM database. If you have not received a survey but would be interested in

participating, contact Tony Peloso at OUT on (07) 3864 1390.

The second research project is a **Risk Management** survey, being coordinated by the Macquarie Graduate School of Management. The study, which will be randomly distributed to several hundred members in February, is designed to examine the variables influencing decision making under risk and uncertainty. The results will help develop a better-practice risk management framework for managers. Those interested in participating should email Ms Beng Khoo on bkhoo@acslink.aone.net.au

The findings of both these studies will be made available to members through the AIM Library.

What does it take to succeed in Business and Politics?

Join Guest Speaker **Gail Austen OAM FAIM**, and members of the CPA Women's Development Network and Women Lawyers for a breakfast presentation on business and political leadership.

Gail Austen is the Owner and Manager of Goodtime Surf, an industry leader, which has revolutionised the retail surf sports industry in Australia, pioneering innovative designs and technologies throughout its 28 year history.

In 1997 Gail was the recipient of the Telstra Business Woman of the Year, and in 1994 was awarded the Order of Australia Medal for her services to youth. She is also a Lord Mayoral candidate for the upcoming City of Brisbane local government elections.

Date	Tuesday 1 February 2000
Venue	Hilton Hotel
Time	7.00am
Cost	\$28 per person \$250 corporate table of 10

BOOKINGS Contact **Carly Webster**
CPA Women's Development
Network
Phone/Fax: 3832 1194
webstc@qld.cpaonline.com.au

New Not-For-Profit Programs

As part of its 50th anniversary calendar, AIM has launched two new professional development courses in 2000, aimed at Board Members and leaders of not-for-profit organisations.

Increasingly, Government is looking to the not-for-profit sector to deliver services which were once the province of Government itself. This shift in delivery has created an environment where not-for-profit organisations must maintain standards of excellence in management comparable to any successful corporation. "Not-for-profit" does not mean "not making a surplus" - this fundamental philosophy can make a significant difference.

Board Members and leaders of not-for-profit organisations operate in a complex and changing environment, which requires them to:

- adapt quickly to policy developments at different levels of Government
- remain responsive to changing community needs
- be seen to operate to the highest ethical standards

Queensland has more than 15,000 not-for-profit organisations and following recent research amongst not-for-profit managers, AIM has developed these exciting new programs:

- **Leadership Excellence for Not-For-Profit Organisations**
30-31 March 2000 (Weekdays)
For Executive Officers and Senior Managers of not-for-profit organisations
- **Governance for Not-For-Profit Organisations**
25 March 2000 (Saturday)
For Board or Committee members of not-for-profit organisations

The illustrations and case studies used in these programs are drawn directly from not-for-profit experiences. Participants will also benefit from sharing experiences with Senior Executives and Board Members from other not-for-profits.

To ensure that these programs are accessible to as wide a range as possible of not-for-profit organisations, AIM is making a limited number of bursaries available to participants.

For further information or to reserve your place, call AIM on 13 16 48.

Supported by

 **ERNST & YOUNG**

2000 International Speakers Program Catch Me if You Can

Abagnale on Corporate Fraud

Join **Frank W. Abagnale**, one of the world's leading authorities on corporate fraud, and become entrapped in an entertaining and intriguing luncheon presentation.

Mr Abagnale's rare blend of knowledge and expertise began as a teenager. Between the ages of 16 and 21, he successfully posed as a pilot, an assistant attorney general, a college professor and a paediatrician. He cashed \$US 2.5 million in fraudulent cheques in every US state and 26 foreign countries over a five year period. At the age of 21 he was finally apprehended by the French police, ending a massive FBI driven world wide search.

Abagnale served time in French and Swedish jails before being incarcerated in the US federal prison system. Five years later he was released on the condition that he would advise the government, without remuneration, on methods of dealing with white-collar crime. *He now lectures extensively for the FBI.*

This extended luncheon, jointly presented by AIM and Australia Post, highlights risk management and fraud issues relevant to managers of both large and small organisations. Be entertained and become informed ... you are sure to leave amazed, and a little wiser!



That The Glass Ceiling Is Only Gladwrap...

The Debate Continues

Celebrate the first International Women's Day of the new millennium with leading Queensland women debating the topic **"That the Glass Ceiling is only Gladwrap"**.

AIM is continuing an annual tradition with this vibrant luncheon debate, featuring six prominent businesswomen and personalities... who will challenge assumptions, explore opportunities for women in today's business environment and make you laugh in the aisles.

Debaters include:

Affirmative Team

Sheryle Moon - 1999 Telstra Business Woman of the Year

Kerrie Tim - Executive Director of the Department of Aboriginal & Torres Straight Islander Policy & Development

Katrina Robertson - Champion Powerlifter, reputed to be the "Strongest Woman in the World"

Negative Team

Claire Moore - Old Branch Secretary, Commonwealth Public Service Union

Justice Ros Atkinson - Supreme Court Judge

Virginia Fay - Stockbroker, Morgan Stockbroking

Well known Brisbane identity **Jan Power** will MC the debate.

Date	Wednesday 8 March 2000
Venue	Sheraton Brisbane
Time	12.00pm - 2.30pm
Cost	Non Members \$70 AIM Members \$65
	<i>Corporate Tables of 8</i>
	Non Members \$560 AIM Members \$520

Last year's debate was a sell-out, so book early to avoid disappointment.

Call 13 16 48

Date	Friday 24 March 2000
Venue	Brisbane Convention and Exhibition Centre
Time	12.00pm - 2.30pm
Cost	Non Members \$75 AIM Members \$65
	<i>Corporate Tables of 8</i>
	Non Members \$600 AIM Members \$520

Proudly supported by



**For bookings call
AIM on 13 16 48**

Don't miss the February Members Reception

Do you know anyone who could benefit from AIM membership? Bring them along to our Members' Reception on Wednesday, 16 February 2000.

These evenings, scheduled every two months, are designed to welcome new members and introduce guests to their Institute. As a member-based organisation, AIM is committed to reaching further into the management community to connect people at all levels.

Membership referrals and personal introductions play a vital role in supporting and developing our membership base.

Date	Wednesday 16 February 2000
Venue	AIM Management House
Time	6.00pm - 7.30pm
Cost	FREE
	Includes Light Refreshments
Bookings	Call 13 16 48



Training Highlights in February

The New Supervisor 14-15 February

Unfortunately, very few of us are born negotiators. This introductory course is designed to teach you the art of win/win negotiation.

Participants will get a firm grasp of the negotiation tactics and techniques and learn everything from pre-negotiation planning to the use of seemingly unimportant details like seating arrangements and meeting site selection to influence the results of negotiation.

AIM also offers an advanced negotiation course for those who wish to further develop their negotiation skills.

2 - Day Program

Non Members	\$660
AIM Members	\$530

Management Skills for the Executive Secretary 8-9 February

In today's business world, a secretary is no longer "just a secretary" - they have management responsibilities. This course provides the skills participants need to do the job effectively with professional confidence.

Participants will learn how to build interpersonal skills that enable them to succeed at professional challenges such as planning and organising, resolving conflict, managing time, team building and more.

This course is recommended for secretaries, personal assistants and senior administrative assistants who are seeking a better understanding of the many requirements of their managerial support position.

2 - Day Program

Non Members	\$660
AIM Members	\$530

Pressure Management 22 February

Learn to reduce the effects of pressure. This course will help participants develop an understanding of the symptoms, causes and remedies of stress, as it may affect them, their colleagues and their family. It is all about the choices people make in their lives and how these can affect the ways they manage pressure.

Pressure Management is a core unit in AIM's Diploma of Business Management, and is recommended for managers and professionals who need strategies for dealing with stress.

1 - Day Program



Non Members	\$360
AIM Members	\$290

Teleservicing & Call Centre Skills 23-25 February



Teleservicing is the planned and systematic use of the telephone to effectively, and profitably, service the needs of new, existing and potential customers. This course provides an introduction to the techniques involved in servicing customers over the phone. As distinct from face-to-face communication, telephone-based service and selling requires additional skills to overcome the visual and physical barriers.

This course is recommended for any person involved in servicing customers (internal and external) using the telephone as the primary tool.

3 - Day Program

Non Members	\$990
AIM Members	\$795

Taking Control with Time Management 24-25 February

If you find you have more things to do each day and less time to do them, your personal effectiveness and quality of life may be at risk. By following a set of well proven suggestions, this course will help participants to take control of their day and their life.


Taking Control with Time Management is part of AIM's Certificate IV in Management Practices and is recommended for managers and professionals who wish to gain greater control of their time, increase their effectiveness and enrich their lives.

2 - Day Program



Non Members	\$720
AIM Members	\$580

Year 2000 Learning Opportunities



For a free copy of AIM's Year 2000 Professional Development Handbook call 13 16 48 or E-mail courses@aimqld.com.au

Available Now

AIM Training Courses – Easy Reference Guide

	Education & Training Programs	Duration (Days)	Date	Nationally Accredited (Y/N)
February 2000	Developing a Learning Environment	2	1 - 2	Yes
	Fundamentals of Business Writing	2	4 & 11	No
	Negotiation Skills	2	7 - 8	No
	Principles of Management	5	7 - 11	Yes
	Management Skills for the Executive Secretary	2	8 - 9	No
	Working With an Effective Team	2	9 - 10	Yes
	Essential Selling Skills	3	9 - 11	No
	The New Supervisor	2	14 - 15	No
	Writing Effective Reports & Documentation	2	14 & 21	No
	Fundamentals of Marketing	2	15 - 16	Yes
	Developing a High Performance Team	2	16 - 17	Yes
	Managing a Sales Team	1	17	No
	Developing & Delivering Business Presentations	2	18 & 25	Yes
	Effective Interpersonal Communication	2	21 - 22	Yes
	Developing Assessment Skills	2	21 - 22	Yes
	Project Management Techniques	3	22 - 24	Yes
	Pressure Management	1	22	Yes
	Taking Control with Time Management	2	24 - 25	Yes
	Advanced Business Presentations	2	28 - 29	No
	Managing Quality Customer Service	2	23 - 24	Yes
Teleservicing & Call Centre Skills	3	23 - 25	No	
March 2000	Advanced Negotiation Skills	2	1 - 2	Yes
	Effective People Skills	3	1 - 3	Yes
	Techniques for Planning & Organising	2	2 - 3	Yes
	Coaching Skills for Managers	1	6	No
	The New Supervisor	2	7 - 8 & 23 - 24	No
	Managing Performance	1	7	No
	Certificate IV in Strategic Marketing Management	10 Evenings	Commences 7	Yes
	Delivering Exceptional Customer Service	2	8 - 9	No
	Call Centre Management	3	8 - 10	No
	Changing the Organisation	2	9 - 10	Yes
	Dealing with Difficult People & Situations	1	9	No
	Assertion Skills	1	10	No
	Delivering Workplace Training	2	13 - 14	Yes
	Taking Control with Time Management	2	13 - 14	Yes
	Developing Manager Effectiveness	5	13 - 17	No
	Managing Conflict	2	15 - 16	No
	Effective Interpersonal Communication	2	16 - 17	Yes
	Recruiting, Interviewing & Selecting Employees	1	17	No
	Creating a Safe Workplace	1	20	Yes
	Developing & Managing Key Accounts	3	20 - 22	No
Negotiation Skills	2	21 - 22	No	
Accounting for Non Accountants	2	22 - 23	Yes	

For course outlines and bookings call AIM on 13 16 48

Management & Leadership Forum

Thursday 2 March 2000

Entrepreneurship in a Tub

Discover the recipe of the Mrs Crocket's Kitchen success, with Managing Director, **John George FAIM**.

John commenced business on the Gold Coast in the fruit and vegetable industry and, with brother Phillip, developed their company, Surfers Paradise Markets, into one of Australia's most successful businesses in the food service sector.

In 1987, he created Mrs Crocket's Kitchen on the Gold Coast and in 1990 moved the company to Brisbane, at the same time acquiring a competitor. In 1998 John and Phillip acquired Allstates Food Service in Sydney and in 1999 opened in Victoria.

Today the brothers lead Mrs Crocket's Kitchen, Australia's largest salad and prepared vegetable manufacturing company, servicing the East coast of Australia.

Come along to the first Management & Leadership Forum of 2000 and discover the essential ingredients of success for Mrs Crocket's Kitchen, risk management strategies and John's view of leadership.

Venue	AIM Management House
Time	6.00pm to 7.30pm
Cost	Non Members \$20 AIM Members \$10

Psychology At Work

Tuesday 29 February 2000

Peacemaking in Your Organisation

Find out what you need to know to build effective relationships in your organisation in a one-hour presentation conducted by **Peter Condliffe** - Executive Manager of the Alternative Dispute Resolution Branch, Department of Justice and Attorney-General.

Following this presentation, a proactive conflict resolution workshop will be facilitated by the College of Organisational Psychologists.

Topics for discussion include:

- Prejudice and bias
- Competition for resources
- Personal versus corporate values
- Generation gaps

Venue	AIM Management House
Time	1.45pm to 4.45pm
Cost	Non Members \$35 AIM Members \$25

Supported by

COLLEGE OF
ORGANISATIONAL
PSYCHOLOGISTS
(QLD)



Price includes copy of text
"Peacemaking in Your Organisation"

Negotiation Management Forum

Thursday 24 February 2000

Principles of Negotiation

Negotiation is a management skill for everyone. It is a vital tool for communicating in today's changing business environment.

Join **Dennis Hall AIMM** in the first of a series of six negotiation seminars in 2000. This session will provide an introduction to the skills of negotiating, covering the basic principles of how to arrive at win-win outcomes.

This session is suitable for those with little or no formal negotiating experience, as well as for managers looking to improve their negotiating outcomes.

It's fun, interactive and compact enough to fit in after work!

Venue	AIM Management House
Time	6.00pm to 7.30pm
Cost	Non Members \$20 AIM Members \$10

Personal Skills Management Forum

Wednesday 8 March 2000

Time to Manage Time

Did you make a New Year's resolution to manage your time better? Here's an opportunity to do something about it!

Participate in this practical presentation, designed to help you discover the seven keys to creating more time, happiness and success.

Guided by Australia's time management expert, Melbourne based **Brad Tonini**, participants will learn how to resurrect their daily lives from chaos to order.

Brad is the Chief Executive of NGT Direct Marketing (Australia's leading executive diary business) and Brad Tonini & Company (a niche training company specialising in personal productivity and increasing corporate effectiveness).

Venue	AIM Management House
Time	6.00pm to 7.30pm
Cost	Non Members \$20 AIM Members \$10

Women in Management

Tuesday 22 February 2000

Wine and Cheese Night

Join our new Women in Management President, **Anne Gately FAIM**, to launch an exciting 2000 Women in Management Program.

Establish new friends and potential business associates, enjoy the social atmosphere and explore the wide range of books available for women in management.

Whether you are an AIM personal member or a woman in management working in an organisation that is an AIM corporate member, make the effort to come along and enjoy an informal evening of wine, cheese and networking.

Venue	AIM Management House
Time	6.00pm to 7.30pm
Cost	Non Members \$25 AIM Members \$15

e-management Forum

Wednesday 15 March 2000

Pushing Brisbane's Shopping Cart Worldwide

E-Commerce has reached new levels of acceptance in the business community - making it an important element in just about every business strategy. The ease of setting up and operating an online store has improved greatly, making it accessible to more and more businesses.

Become immersed in the virtual shopping world of Jumbomall.com and explore the success of founder, and CEO, **Mike Veverka**.

Mike will demonstrate the latest tools for building and maintaining an online store through the lessons of setting up and maintaining shopping websites, distribution and customer service considerations.

This demonstration will be of definite interest to anyone thinking about starting an e-commerce web site.

Venue	AIM Management House
Time	6.00pm to 7.30pm
Cost	Non Members \$20 AIM Members \$10

Marketing Management Forum

Tuesday 21 March 2000

What is Mediafusion?

Immerse yourself in the age of seamless strategic approaches to marketing.

Ben Shapiro, Director of the Dynamic Concepts Group, will help you discover how traditional marketing methodologies can be combined with electronic media, advertising, multimedia and print to lift your organisation's marketing to new heights.

In a case study approach, Ben will discuss his experiences with Queensland Ambulance.

Venue	AIM Management House
Time	6.00pm to 7.30pm
Cost	Non Members \$20 AIM Members \$10

Managers' Speaking Forum

Re-commencing 31 January & 1 February 2000

Putting Your Speech Together

Personal members and staff of corporate members are invited to attend AIM's renowned Speaking Forum.

The February focus is "Putting Your Speech Together".

Whether you need to present at a wedding, an office welcome or goodbye, present to a client, team or Board - this is your perfect opportunity to practice compiling a perfect speech.

Experienced speakers will offer advice and coaching for speaking and presentation. Participants are encouraged to practice their skills with either prepared or on-the-spot presentations and receive feedback to encourage growth.

Bookings are essential, as numbers are limited to a manageable group size.

Venue	AIM Management House
Time	12.00pm to 2.00pm every Monday (lunchtime) 6.00pm to 8.00pm every Tuesday (evening)
Cost	FREE

Regional Training

Townsville

ARLO Training Courses

Taking Control with Time Management16 - 17 February
 The New Supervisor7 - 8 February
 Assertion Skills.....25 February

Please call Trudy Lightfoot on (07) 4725 2327

Sunshine Coast Business Builders

Advanced Business Presentations17 & 24 February
 Techniques for Planning & Organising18 & 25 February
 Taking Control with Time Management21- 22 February

Please call Elizabeth Craig-Holmes on 0500 588 887

New Resources in AIM Library

AIM's Library houses Australia's pre-eminent practical management collection, with a unique focus on solving hands-on management issues. Our collection consists of over 8000 items including books, journals, audio-visual resources, newspapers and CD-Roms.

The following items are recent additions to AIM's library collection:

Title	Author	Subject
Logoware: 34 best programs	David E.Carter	Logos
Business Communication	Jane Gibson	Business Communication
Grow to be Great: Breaking Down the Downsizing Cycle	Dwight Gertz	Downsizing
Modern Project Management Techniques	Timothy Havranek	Project Management
Direct Selling: From Door to Door to Network Marketing	Richard Berry	Network Marketing
Avoiding the Traps: A Road Map for Business Survival	Neil Macdonald	Financial Management
Women on the Street: Making it on Wall St	Sue Herera	Finance - Women
Financing Technology's Frontiers	Richard Shanley	Financial Management
Governing Boards	Cyril Houle	Non Profit

Library borrowing is a privilege of AIM membership. Take advantage!

Towards the Mutually Friendly Workplace

The Australian Institute of Management is supporting a series of workshops designed to develop strategies and actions to create and implement rewarding and efficient work practices.

Organised by the National Council of Women - Queensland, **Towards the Mutually Friendly Workplace** is being held at the Parliamentary Annexe in Brisbane on Thursday 23 March 2000 from 5pm to 8.30pm.

Focus groups for discussions will include:

- Mutuality of benefits to employer and employee
- Flexibility of work in place and time
- Job Sharing
- Parental/Carer leave
- Child care at the worksite
- Small business strategies - continuity and efficiency

Each focus group will be facilitated by a specialist in the field.

The cost is \$20, which includes refreshments.

For further details contact Daphne Buckley on (07) 3379 7303 or Vi-Mary Hartridge on (07) 3870 3725.

Seeking friends of the AIM Library

AIM is seeking volunteers interested in assisting with shelving returned books in the library one day a week.

If you are interested in contributing please contact Lana de Kort, Manager - Membership & Information Services.

Phone: 3832 0151

E-mail: ldkort@aimqld.com.au

Take Charge of Your Career Now!

In recent years, economic and social forces have brought radical changes to the nature of work. 'Jobs for life' no longer exist.

The Australian Institute of Management recognises that career development is a major concern for individuals and AIM is now offering a range of learning opportunities tailored to the needs of today's self-managed employee.

The following five evening workshops have been designed to help you make significant life and career choices. These interactive sessions are facilitated by professionals in their field. Choose one or all of the workshops to reflect on your career direction, learn new skills and also benefit from the experience of others attending.

Introduction to Career/Life Management 1 March 2000 & 4 July 2000

This workshop provides an overview of 'whole life' management. The emphasis is on strategic life planning and improving control over your personal and professional life balance.

- Introduction to career/lifestyle planning
- Transition management skills

Overview of AIM's Pathways Career Development Program

Career and Personal Transition Management 8 March 2000 & 11 July 2000

Career dislocation and transition are now common features of most peoples working lives. This workshop provides positive strategies for dealing with personal change, stress, identifying opportunities and career management.

Preparing Winning Resumes and Cover Letters 22 March 2000 & 25 July 2000

The resume and cover letter are essential marketing tools in any job search. Learn how to create or improve your resume and tailor your approach to the job you want.

Self Marketing and Networking 5 April 2000 & 8 August 2000

Most people wait for jobs to be advertised then apply. Much better results can be achieved by taking a comprehensive self-marketing approach. This approach uses a variety of techniques including networking to uncover opportunities.

Interview and Presentation Skills 19 April 2000 & 22 August 2000

Performing at an interview can be a nerve racking and stressful experience. This workshop aims to give guidance on how to improve your confidence and performance at interviews.

Thinking of Starting Your Own Business?

As more people move into freelance, contract, consultant and small business work the Australian Institute of Management has recognised the need for a fresh range of learning opportunities.

In this rapidly changing environment, individuals are being forced to review, adapt and reset their own career and personal goals and strategies, and learn new skills.

The following four evening workshops have been designed to help you make significant life and career choices. These interactive sessions are facilitated by professionals in their field. Choose one or all of the workshops to build on your current skills, reflect on your career direction and also benefit from the experience of others attending.

Introduction to Career/Life Management 1 March 2000 & 4 July 2000

This workshop provides an overview of 'whole life' management. The emphasis is on strategic life planning and improving control over your personal and professional life balance.

- Introduction to career/lifestyle planning
- Transition management skills

Overview of AIM's Pathways Career Development Program

Starting a Small Business 15 March 2000 & 18 July 2000

What are the advantages and disadvantages of starting your own business? This workshop examines the pitfalls and issues that you will need to address before you commit to a business.

Becoming a Contractor/Consultant 29 March 2000 & 1 August 2000

Contracting and consulting are now common forms of self-employment for many people. The aim of this workshop is to help you make a realistic assessment of this approach to work and includes tips on how to be successful at it.

The Self Employment Business Plan 12 April 2000 & 15 August 2000

The business plan is an invaluable method of concept development, evaluation and planning for a new business venture. This workshop provides a primer, which outlines the elements of a good business plan.

All Workshops

Venue	AIM Management House
Time	6.00pm - 8.30pm
Cost	Non Members \$90 AIM Members \$75 Light supper provided

BOOK NOW FOR INDIVIDUAL WORKSHOPS
OR FOR THE SERIES! CALL 13 16 48

By AIM Bookshop Manager, Glenys Throssell

If your New Year's Resolution is to have more fun at work, or find another job... then these books will help you realise your work goals and life vision.

- Is work boring? Feel that you don't 'fit in'? Doubt that you can really earn a living using your creative skills? Then Carol Eikleberry's [The Career Guide for Creative and Unconventional People](#) is the book for you. Available in softcover at a cost of \$21.95, this book has check-lists for self evaluation, real life success stories and over 240 creative jobs described.
- If you would like more meaning in your life to balance work commitments, then John Raynold's [Volunteering: How Service Enriches Your Life - And How Its Unexpected Halo Effect Boosts Your Career](#) is definitely worth reading. Reasonably priced at \$26.00, this softcover shows how meaningful volunteer work not only enriches our souls - it is also one of the best ways to advance in a career.
- Love your job, but find your boss difficult? [When Smart People Work For Dumb Bosses: How to Survive in a Crazy and Dysfunctional Workplace](#) is a timely paperback that brings corporate stupidity out of the closet. Priced at \$27.95, William and Kathleen Lundin's book has been featured in The Wall Street Journal and Fast Company.
- You are the boss and are not looking forward to recruiting in the New Year... Then CCH's [Effective Recruitment & Selection](#)

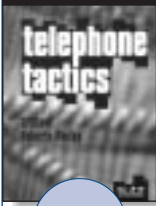
[Practices](#) is now available in its 2nd edition at a cost of \$44.00. Its' skills-orientated approach shows what factors must be considered, planned, organised and reviewed to carry out effective recruitment and selection practices.

- Want a promotion and/or more money? David E Rye's [1,001 Ways to Get Promoted](#) shows you how to do a better job of self-promotion and advancing your career. Chapters are organised for easy reference and are filled with real-world examples and detailed 'why it works' illustrations. Available now in softcover at a cost of \$29.95.
- [301 Ways to Have Fun at Work](#) by David Hemsath & Leslie Yerkes, softcover \$34.95. For all those who would love to be 'fun fanatics' at work.
- Opportunity missed is opportunity wasted! If your organisation is like most, its fails to recognise and act upon numerous success opportunities every day! [Performance Improvement Methods](#) [with CD-Rom] by International Quality Advisors to Ernst & Young [H.J.Harrington & Kenneth Lomax] fights the war on waste. Available in hardcover at a cost of \$89.95.
- [Career Anchors: Discovering Your Real Values](#) by Edgar Schein \$16.95, is designed to help you to identify your career anchor and to think about how your values relate to your career choices.

AIM'S TOP 10 best selling books - december 1999

1	101 Ways To Make Every Second Count: Time Management Tips & Techniques For More Success With Less Stress by Robert Bly, softcover	\$29.95
2	Creating Brand Loyalty: The Management of Power Positioning and Really Great Advertising by Czerniawski & Maloney, softcover	\$44.95
3	Secrets of Power Negotiating For Salespeople: Inside Secrets From a Master Negotiator by Roger Dawson, hardcover	\$39.95
4	Moses on Management: 50 Leadership Lessons From the Greatest Manager of All Times! by David Baron, hardcover	\$34.95
5	Harnessing Value in the Supply Chain: Strategic Sourcing in Action by Emiko Banfield, hardcover	\$95.00
6	The Policy Governance Fieldbook: Practical Lessons, Tips, and Tools From the Experiences of Real-World Boards by Caroline Oliver et al, softcover	\$52.95
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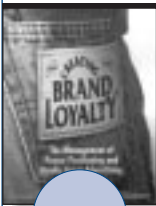
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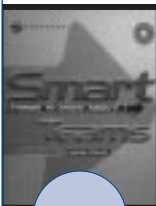
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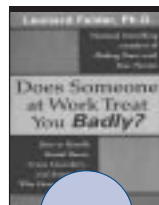


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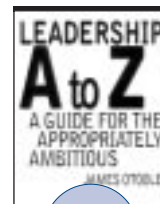
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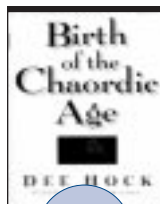
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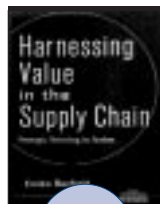
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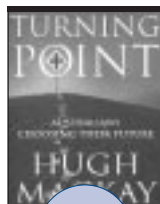
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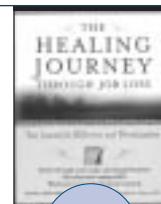
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