

MCCC South-West Practice Manager and Supervisor Workshop

Colac Otway Performing Arts & Cultural Centre

95-97 Gellibrand Street, Colac VIC 3250

Friday 1<sup>st</sup> June 2018

Theme - 'Be Assertive'

Time	Activity		Presenter
9.00am – 9.30am	Welcome & Ice Breaker		Catherine Eltringham
9.30am – 10.00am	Odds & Sods Session; including SLO update		Jannah Wright / Cameron Proffit or Brendan Kay
10.00am – 11.00am	Assertive behavior for Practice Staff		Tanya Scott / Catherine Eltringham / Adam Martin
<b>11.00am – 11.15am</b>	<b>Morning Tea</b>		
11.15am – 12.15pm	Assertive behavior for Practice Staff		Tanya Scott / Catherine Eltringham / Adam Martin
<b>12.15pm – 1.15pm</b>	<b>Lunch have 1 hr for lunch and ? walk over to another venue</b>		
	<b>Supervisors</b>	<b>Practice Managers</b>	
1.15pm – 2.00pm	Peer Teaching x2 Catherine Eltringham	Interviewing & Recruitment Romarna Dichiera	
	<b>ECTV visiting Supervisors (or interested)</b>	<b>Non-ECTV Supervisors</b>	<b>Practice Managers</b>
2.00pm – 3.00pm	Making your ECTV count Marg Garde	Beyond the Abstract... Elise Davey	'Contractual issues for Practice Managers' Glen Wallace, CEO, GPSA
3.00pm – 4.00pm	Making your ECTV count (continued)	Teaching time management to Registrars in Practice Tanya Scott	
<b>4.00pm – 4.15pm</b>			
4.15pm – 4.45pm	Practice Match – the process and procedures		Jannah Wright / Catherine Eltringham
4.45pm – 5.00pm	Take Home Message Complete Evaluation on MeL		Catherine Eltringham
5.00pm	Close		