

**REGIONAL PRIVATE PRACTICE SEMINAR  
SERIES ONE 2019**

# RECRUITING WELL

## AVOIDING OR MINIMISING THE LEGAL AND CULTURAL PITFALLS DURING RECRUITMENT

**TOURING QUEENSLAND  
20 MARCH - 31 MAY**  
*LOCATIONS & DATES OVERLEAF*

Building upon our last training series about policies and procedures, the first training series of 2019 will focus on recruitment.

Recruitment is the best opportunity you have to get the relationship right and establish excellent standards. It is also the only opportunity you have to exercise some of your rights as an employer.

### SESSION ONE

#### **Recruiting well – Avoiding or minimising the legal and cultural pitfalls during recruitment**

Join Michelle Cowan, Senior Industrial Officer, AMA Queensland who will look at the tips, tricks and opportunities to consider when you are recruiting new staff into your practice. Michelle will also review what a thorough recruitment process looks like and how it can minimise the risk of problems later in the employment relationship.

### SESSION TWO

#### **Recruiting well – The ultimate PR opportunity**

Following Michelle's presentation, Samantha Miklos, Director, Cornerstone Medical Recruitment will explore the cultural aspects of recruitment and retention, and how recruitment is the ultimate PR and corporate cultural development opportunity for your practice.

When done well, the recruitment process is about so much more than simply recruiting staff into vacant positions. We will discuss how the recruitment process is an opportunity to better attract, retain and develop new and existing staff, whilst simultaneously enhancing your corporate culture.

Register now to secure your place. Practice support staff in the permanent employ of AMA Queensland Members and Award Subscription Members are eligible for AMA Queensland Member rates.

**REGISTER NOW ONLINE AT [WWW.AMAQ.COM.AU](http://WWW.AMAQ.COM.AU)**

*Award Subscription Members registering online must retrieve a discount code to receive the nominated discounted rate. Contact the Events Team to receive your discount code.*



### COST

#### **Award Subscription Members:**

First attendee: \$110  
Additional attendees: \$98

#### **AMA Queensland Members:**

*(Includes practice staff in the employ of members)*

First attendee: \$120  
Additional attendees: \$107

#### **Australian Association of Practice Management (AAPM) Members:**

First attendee: \$120  
Additional attendees: \$107

#### **Non-members:**

First attendee: \$150  
Additional attendees: \$132

### SEMINAR INCLUSIONS

- ▶ Tea and coffee on arrival
- ▶ Morning tea
- ▶ Course notes
- ▶ Certificate of attendance

### TRAINERS



**Michelle Cowan,**  
Senior Industrial  
Officer,  
AMA Queensland



**Samantha Miklos,**  
Director, Cornerstone  
Medical Recruitment

### CONTACT US

For any enquiries, please contact the Events Team on (07) 3872 2222 or email [registrations@amaq.com.au](mailto:registrations@amaq.com.au).

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# REGISTRATION FORM

## FIRST ATTENDEE

please tick your location below

Name: Dr / Mr / Ms / Mrs / Miss (Please circle) \_\_\_\_\_

Award Subscription Member     AMA Member     AAPM Member     Non-member

AMA Queensland/AAPM Member number: \_\_\_\_\_ In the employ of Dr: \_\_\_\_\_

Practice name: \_\_\_\_\_ Position title: \_\_\_\_\_

Office phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email address: \_\_\_\_\_

Postal address: \_\_\_\_\_

Dietary requirements: \_\_\_\_\_

## ADDITIONAL ATTENDEES

Name: Dr / Mr / Ms / Mrs / Miss (Please circle)

\_\_\_\_\_

Award Subscription Member     AMA Member  
 AAPM Member     Non-member

Position title: \_\_\_\_\_

Email address: \_\_\_\_\_

Dietary requirements: \_\_\_\_\_

Name: Dr / Mr / Ms / Mrs / Miss (Please circle)

\_\_\_\_\_

Award Subscription Member     AMA Member  
 AAPM Member     Non-member

Position title: \_\_\_\_\_

Email address: \_\_\_\_\_

Dietary requirements: \_\_\_\_\_

## PAYMENT

**Credit card:**     Visa     Mastercard     AMEX

Amount: \$ \_\_\_\_\_

Card number: \_\_\_\_\_

Expiry date: \_\_\_\_ / \_\_\_\_    CCV: \_\_\_\_\_

Cardholder's name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Direct deposit:** Contact the Events Team on (07) 3872 2222

## DATES AND LOCATIONS:

- Toowoomba**  
**Wednesday 20 March**  
9am – 12noon  
Empire Theatre,  
56 Neil Street,  
Toowoomba
- Mackay**  
**Friday 22 March**  
10am – 1pm  
North Queensland PHN,  
Suite 3, Level 1 Post  
Office Square Building,  
67-69 Sydney Street,  
Mackay
- Townsville**  
**Friday 29 March**  
10am – 1pm  
Hotel Grand Chancellor  
334 Flinders Street,  
Townsville City
- Brisbane South**  
**Wednesday 3 April**  
9am – 12noon  
Pacific Golf Club  
430 Pine Mountain Road,  
Carindale
- Cairns**  
**Friday 5 April**  
10am – 1pm  
The Bolands Centre  
14 Spence Street,  
Cairns
- Brisbane North**  
**Wednesday 24 April**  
9am – 12noon  
Kedron-Wavell  
Services Club  
21 Kittyhawk Drive,  
Chermside
- Brisbane West**  
**Tuesday 30 April**  
9am – 12noon  
Indooroopilly Golf Club  
Meiers Road,  
Indooroopilly
- Gold Coast**  
**Friday 3 May**  
9am – 12noon  
Southport Yacht Club  
1 Macarthur Parade,  
Main Beach
- Sunshine Coast**  
**Wednesday 8 May**  
9am – 12noon  
Central Queensland PHN  
Level 1, Mayfield House,  
29 The Esplanade,  
Maroochydrive
- Rockhampton**  
**Friday 10 May**  
10am – 1pm  
Central Queensland PHN  
Level 1, 44a William  
Street, Rockhampton
- Bundaberg**  
**Friday 31 May**  
10am – 1pm  
Central Queensland PHN  
205 Bourbong Street,  
Bundaberg

### Submit registration form:

**Email:** [registrations@amaq.com.au](mailto:registrations@amaq.com.au)

**Fax:** (07) 3856 4727

**Post:** AMA Queensland, PO Box 123,  
Red Hill, QLD 4059

**Phone:** (07) 3872 2222

Privacy information:  
AMA Queensland's primary purpose  
of collecting personal information  
on this form is to process your  
purchase. In providing your details  
you consent to your personal details  
being used in the manner indicated.  
ABN: 17 009 660 280

**ONLINE REGISTRATION AVAILABLE AT  
[WWW.AMAQ.COM.AU](http://WWW.AMAQ.COM.AU)**