

# MAY BUSINESS DINNER

Tuesday 27 May 2008



## Taryn Feeney

### Effective Communication in the Workplace – Why do We do What we do?

In this technological age of fast-paced change and extraordinary demands, people who know what they need can express it, and respond to others' needs ultimately inherit future success. This is **Effective Communication** and it can be learnt.

Investment in these skills is critical to your well-being, personally and professionally. This evening is learning about human behaviour, developing insights into your own behaviour and realising a deep understanding of why you click with some and clash with others.

Join People Rich's Taryn Feeney who will show you how to identify behavioural traits, engage people more effectively and build productive relationships using the DISC personality profiling system.

Using over 14 years Insurance Industry experience, Taryn focuses on corporate cultures and how they reinforce and underpin client service and relationship management. Taryn holds International Certification as a Master in Neuro Linguistic Programming (NLP), Certified DISC Behavioural Consultant and is a graduate of Anthony Robbins Mastery University.

Taryn specialises in Executive Coaching, Personal Peak Performance Improvement and Business Development.

## REGISTER NOW!

Tuesday 27 May 2008

Goodearth Hotel

Adelaide Terrace, Perth

6.00pm for a 6.15pm start

AIOP Members \$48.00

Non-Members \$63.00

- ◆ Professional Development
- ◆ Networking
- ◆ Career Opportunities
- ◆ Self Development
- ◆ Mentoring
- ◆ Education

[www.aiop.com.au](http://www.aiop.com.au)

# Tax Invoice/Receipt Form

AUSTRALIAN INSTITUTE OF OFFICE PROFESSIONALS  
PO BOX 311, SUBIACO WA 6904

ABN 68 004 992 527/006

TUESDAY 27 MAY 2008

Business Dinner 6.00-8.30pm

Goodearth Hotel

Adelaide Terrace, Perth

Business Dinner \$48 per AIOF member; \$63 per non AIOF member (incl. GST)

**CLOSING DATE Thursday 22 May 2008 at 12.00 noon**

## REGISTRATION

Bookings by fax on 9388 9291 or post to AIOF, PO Box 311, SUBIACO WA 6904 (no telephone bookings accepted)  
To assist with catering *please book early*. Late registrations may be accepted if space is available, please contact the AIOF Secretariat.

## ATTENDEE DETAILS

Member Name:

Company:

Address:

Telephone:

Email:

Special Dietary Requirements:

Non-Member Name:

Company:

Address:

Telephone:

Email:

Special Dietary Requirements:

## PAYMENT OPTIONS

**PAYMENT is required by the Closing Date. If not received by that date your registration will not be catered for. Payment must accompany any accepted late registrations.**

**Cheque:** Please make payable to **Australian Institute of Office Professionals**, PO Box 311, Subiaco WA 6904

**Credit Card:** Fill out your credit card details below.

**Direct Debit:** Bank: ANZ, South Perth Account Name: AIOF BSB: 016-452 Account Number: 429275365  
Please Note: All direct debit payments must be accompanied by an email to the Secretariat  
([adminwa@aiop.com.au](mailto:adminwa@aiop.com.au)) advising payment date and payment description (eg SmithNovdinner)

**On-line:** At the WA Division Home page: [www.aiop.com.au/wa](http://www.aiop.com.au/wa) and select Register for a WA Division Event.

**CANCELLATIONS** must be received in writing via fax or email by the AIOF Secretariat no later than 12.00 noon on **Thursday 22 May 2008**. No credits or refunds will be given to cancellations made after 12.00 noon on that date, however, substitutes are acceptable.

### METHOD OF PAYMENT

(please indicate in one of the boxes)

Cheque

Direct Debit

MasterCard

Visa

\*\*A/C details above

Card Number:

Expiry Date:

Amount:

Cardholder's Name:

Signature:

***This document will be a TAX INVOICE/PAYMENT/RECEIPT for GST purposes once payment is made.  
Please retain a copy for your records.***

**Privacy Policy 1988 Collection Notice:** AIOF is committed to protecting the privacy and security of personal information collected about you. The primary purposes of collecting the personal information you supply on your dinner registration form is to process your registration. We will also use these details to keep you informed of future events, and will not disclose this information to a third party.