

IPA WORKSHOPS

ACADEMIC & WORKPLACE ESSENTIAL SKILLS FOR STUDENTS

PRESENTATION &
COMMUNICATION

ESSAY WRITING

RESUME WRITING,
INTERVIEWS & MORE

The Institute of Public Accountants Intensive Training Course

The aim of the workshop is to improve your communication skills, to develop crucial essay writing techniques and to learn the tips on interviews tactics, composing your resume and other formal professional communication channels such as emailing your clients.

At the end of the workshops, students are expected to be confident and ready to pursue their university degree, IPA Program and applying for jobs.

Workshops dates

A – Introduction about IPA & Basic Presentation Skills

Monday 9 July, 2012

B – Essays Writing Skills & Practice

Monday 16 July, 2012

C – Bibliography/ Reference & Communication Skills

Monday 23 July, 2012

D - Resume Writing, Interviews & Formal Communication

Monday 30 July, 2012

Workshop Costs (GST incl.)

Workshop A - \$10

Workshop B - \$35

Workshop C - \$35

Workshop D - \$40

Combination - \$100 (discounted)

Details

Please refer to next page for workshop programs. For each workshop, student can choose between morning & afternoon sessions. Morning & afternoon tea will be provided. Please be 15 mins early.

Morning sessions start at 10:00AM.
Afternoon sessions start at 2:00PM.

Preparation

Please bring to workshops:

- ✓ *Small notebook*
- ✓ *Any questions you have about the topic of the day.*

Registration & Payment

Registration is essential since each workshop only has a limit of 30 students. Booking is to be made 1 week prior to the workshop.

Students can register via sending email with their names, institutions, titles and the workshops they want to attend to:

vicki.le@publicaccountants.org.au

Payment is to be made by credit card. Payment form is attached at the back.

Location

IPA Centre, Level 14, 447 Kent Street, Sydney, NSW 2000

Workshop A Program

MONDAY 9 JULY (MORNING) A1

- 10AM INTRODUCTION ABOUT THE IPA
- 10.30 CORE ELEMENTS OF PRESENTATION
- 11AM MORNING TEA & NETWORKING
- 11:30 SCENARIO PRACTICE
- 12:30 CONCLUSION

MONDAY 9 JULY (AFTERNOON) A2

- 2PM INTRODUCTION ABOUT THE IPA
- 2.30 CORE ELEMENTS OF PRESENTATION
- 3PM MORNING TEA & NETWORKING
- 3:30 SCENARIO PRACTICE
- 4:30 CONCLUSION

Workshop C Program

MONDAY 23 JULY (MORNING) C1

- 10AM BIBLIOGRAPHY COMPOSING SKILLS
- 11:30 MORNING TEA & NETWORKING
- 11:45 VIDEO ON COMMUNICATIONS
- 12:00 COMMUNICATION WORKSHOP
- 1PM CONCLUSION

MONDAY 23 JULY (AFTERNOON) C2

- 2PM BIBLIOGRAPHY COMPOSING SKILLS
- 3:30 MORNING TEA & NETWORKING
- 3:45 VIDEO ON COMMUNICATIONS
- 4PM COMMUNICATION WORKSHOP
- 5PM CONCLUSION

Workshop B Program

MONDAY 16 JULY (MORNING) B1

- 10AM ESSAY WRITING SKILLS
- 11AM MORNING TEA & NETWORKING
- 11:15 WORKSHOP PRACTICE
- 12PM STUDENT'S WORK REVIEW
- 12:30 CONCLUSION

MONDAY 16 JULY (AFTERNOON) B2

- 2PM ESSAY WRITING SKILLS
- 3PM MORNING TEA & NETWORKING
- 3:15 WORKSHOP PRACTICE
- 4PM STUDENT'S WORK REVIEW
- 4:30 CONCLUSION

Workshop D Program

MONDAY 30 JULY (MORNING) D1

- 10AM HOW TO WRITE YOUR RESUME
- 11AM MORNING TEA & NETWORKING
- 11:20 FORMAL EMAIL GUIDANCE
- 12PM MOCK INTERVIEW WORKSHOP
- 1PM CONCLUSION

MONDAY 30 JULY (AFTERNOON) D2

- 2PM HOW TO WRITE YOUR RESUME
- 3PM MORNING TEA & NETWORKING
- 3:20 FORMAL EMAIL GUIDANCE
- 4PM MOCK INTERVIEW WORKSHOP
- 5PM CONCLUSION



NSW/ACT STUDENT WORKSHOPS 2012

Institute of Public Accountants, Locked Bag A6090, Sydney South, NSW 1235
Ph: 02 8262 6000 Fax: 02 9283 8277.

To obtain a copy of a workshop program, please contact your head teachers or Vicki Le at
vicki.le@publicaccountants.org.au or 02 8262 6000

Registration Details

WORKSHOP PACKAGES	Morning (Tick)	Afternoon (Tick)	IPA Student Member* (Tick)	Non-member (Tick)
Workshop A – Monday 9 July	<input type="radio"/> A1	<input type="radio"/> A2	<input type="radio"/> \$10	<input type="radio"/> \$15
Workshop B – Monday 16 July	<input type="radio"/> B1	<input type="radio"/> B2	<input type="radio"/> \$35	<input type="radio"/> \$40
Workshop C – Monday 23 July	<input type="radio"/> C1	<input type="radio"/> C2	<input type="radio"/> \$35	<input type="radio"/> \$40
Workshop D – Monday 30 July	<input type="radio"/> D1	<input type="radio"/> D2	<input type="radio"/> \$40	<input type="radio"/> \$50
Combination	Note down 4 workshops of your choice <input type="text"/>		<input type="radio"/> \$100	<input type="radio"/> \$145

First Name _____ Surname _____

Institution _____

Postal Address _____ Work Home

Suburb _____ State _____ Postcode _____

Phone # _____ Fax # _____

Email Address _____

An email confirmation will be sent to you shortly after receipt of your registration.

*This rate applies for students who have registered with IPA as Student Member. Student Membership is FREE.

Payment Details

Payment Method

Cheque Please find enclosed my cheque for: \$ _____

Credit Card Please debit my credit card the sum of: \$ _____

Card type MasterCard Visa American Express

Card Number _____ Exp. Date _____ / _____

Cardholder Name _____ Signature _____

Privacy Statement The Institute of Public Accountants acknowledges the importance of privacy and of safeguarding personal information. Any personal details provided to the IPA will be protected in line with the National Privacy Principles and the laws and regulations regarding such matters as are applicable in Australia. The IPA will not collect or monitor any personal information about you without your consent nor will it use or disclose to others your personal details without prior authorisation unless: it is required by the law or the courts; it is necessary because of the service you are using or for a service you have requested; to protect the rights or property of others. The information is being gathered to process your registration, you may withhold providing the information but this will make processing your registration difficult. The information requested is intended only for the use of the IPA and our approved service providers.
Cancellation Policy Cancellations must be advised in writing at least 6 working days prior to the activity date. An administrative fee of 10% to a minimum of \$27.50 (incl GST) will be incurred for cancellations. A refund will not be granted if a registrant fails to attend an activity or cancels within 5 working days prior to the activity. Course materials will be sent to registrants who cancel in the non-refund penalty period. Transferring to a different course/date will incur the same penalties as cancellations.