

IN-FOCUS

Short, Sharp and Specific

THE CHAIRMAN

Tuesday 23 March 2010

Send your completed registration form to:

Australian Institute of Company Directors
GPO Box 1371, Canberra ACT 2601

Tel: (02) 6248 5954 **Fax:** (02) 6248 8409

Email: act@companydirectors.com.au

AICD Member Alumni Member AICD Non-member

Name: _____

Preferred given name: _____

Position: _____

Company: _____

Address: _____

Post Code: _____

Telephone: _____

Mobile: _____

Email: _____

Payment: Course fee (courses are GST exempt)

Members \$480.00 Non-members \$575.00

Please note places will only be reserved on receipt of payment.

I enclose a cheque in favour of Australian Institute of Company Directors for THE CHAIRMAN.

or please debit my credit card account \$ _____

Amex Diners Mastercard Visa

Account Number: _____

Name on Card: _____

Expiry Date: _____

Signature: _____

This document will be your tax invoice. Please keep a copy.
Australian Institute of Company Directors ABN 11 008 484 197.

How did you hear about this course?

- Advertising Brochure Email
 Event/course Internet Friend/Work colleague
 Telephone Other

Privacy Policy We collect your personal information to provide you with education, information (including event information) and advocacy and to provide you with other products and services of AICD and from providers with which AICD has arrangements. We also collect it for research purposes and to seek your consent to use your personal information for other purposes and, in the case of members, to administer your application and membership. If you do not provide your personal information, we may not be able to do these things. We may contact you for 12 months after cessation of your membership. We may communicate with you for these purposes by any means. This includes email which does not contain a functional "unsubscribe" facility for communications relating to membership or the constitution of AICD. In respect of communications other than these AICD will upon request unsubscribe you from its emailing list. We may disclose your personal information to the speakers, organisers, hosts and sponsors of events you have advised AICD you are attending, our agents and contractors and providers of goods and services with which AICD has an arrangement. We may also disclose to Australian and overseas regulatory authorities the fact that you are an AICD member, the nature of your membership and the AICD courses you have completed, on request by such authorities. You are able to gain access to your personal information in most cases.

By submitting this form, you consent to us using and disclosing your personal information and contacting you as described above, and to the transfer of your personal information overseas to administratively facilitate the above purposes.

For further information refer: www.companydirectors.com.au

Cancellation Policy Cancellations and substitutions can be accepted up to 10 days prior to the course start date provided they are advised in writing.

All details were accurate at the time of printing. The AICD reserves the right to make changes without notice where necessary.

AICD DIRECTOR AND
BOARD DEVELOPMENT

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TAKING ON THE CHALLENGES AND REWARDS

Canberra

Tuesday 23 March 2010



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While legally the equal of everyone around the boardroom table, the chairman is frequently singled out for questions, criticism and scrutiny.

The Chairman is a high-level and fast-paced program for chairmen and deputy chairmen of boards and committees. It will fine-tune leadership skills, sharpen governance and review crisis management methods through close examination of the chairman's unique role and responsibilities. The course also offers a rare opportunity to discuss specific and current issues with fellow chairmen.

Tackling the challenging, complex and often lonely issues facing a chairman, *The Chairman* equips you with the skills and techniques you need to tackle them head on.

Gain in-depth knowledge and practical skills:

- Examine your role as a leader inside and outside the organisation
- Discuss how to develop a constructive working relationship with the CEO
- Know the Chairman's responsibilities in and between meetings
- Define your role in board selection, boardroom dynamics and succession planning
- Review effective board processes and communication flow
- Learn new ways to manage a crisis calmly, confidently and appropriately

Course details

Date: Tuesday 23 March 2010
Time: 9.00am to 2.00pm
Venue: The Boathouse by the Lake, Grevillea Park, Menindee Drive, Barton ACT
Cost: Members \$480.00, Non-members \$575.00
Format: An intensive workshop
CPD: 5 hours (plus 2 hours pre-reading)

To register or find out more call AICD on (02) 6248 5954 or email act@companydirectors.com.au

Short, Sharp and Specific

These practical courses range from 3.5 hours to 2 days and cover a range of topics which supplement or expand on the material provided in our major programs.

They provide opportunities to deepen or update knowledge gained through the *Foundations of Directorship* and the *Company Directors Course*. With intensive sessions, relevant cases and practical tools to take with you, these courses focus on specific topics to get you up-to-date on any area you choose.

For Directors by Directors

Reviewed annually, the In-Focus program is facilitated by directors with significant experience on boards across a variety of industries and sectors, selected for their ability to ensure participants take away new insights and practical tools.

Your course, your choice.

All courses available through In-Focus in 2010

The Board and the CEO
The Board and the Company Secretary
The Board and Reporting
The Board's Role in Mergers and Acquisitions
Capital Raising
The Chairman
Committees at Work
Evaluating the Board
The Executive Director
Leadership in the Boardroom
The Not-for-Profit Board
The Strategic Board

Information about these courses, dates, locations, fees and registration is available from your State Office or by visiting our website www.companydirectors.com.au