

Scotwork Negotiating Skills 2012 Public Course Schedule

Advanced Negotiation Skills Course

Adelaide
7 – 10 May
12 – 15 Nov
Brisbane
20 – 23 Feb
16 – 19 April
18 – 21 Jun
13 – 16 Aug
1 – 4 Oct
26 – 29 Nov
Canberra
21 – 24 May
3 – 6 Sep
Hobart
30 Apr – 3 May
22 – 25 Oct

Melbourne
30 Jan - 2 Feb
27 Feb – 1 Mar
26 – 29 Mar
30 Apr – 3 May
28 – 31 May
18 – 21 Jun
23 – 26 Jul
20 – 23 Aug
10 – 13 Sep
8 – 11 Oct
12 – 15 Nov
3 – 6 Dec
Perth
19 – 22 Mar
2 – 5 Jul
19 – 22 Nov

Sydney
16 - 19 Jan
13 – 16 Feb
19 – 22 Mar
16 – 19 Apr
7 – 10 May
4 – 7 Jun
25 – 28 Jun
16 – 19 Jul
6 – 9 Aug
27 – 30 Aug
17 – 20 Sep
8 – 11 Oct
29 Oct – 01 Nov
19 – 22 Nov
10 – 13 Dec

* The course timetable is 2 ½ days and 1 evening.

Did you know?

The typical return on your investment is 10 times the course fee within 3 months.

The Next Steps Course

29 – 31 May	Sydney
30 Oct – 1 Nov	Melbourne

Skills Builder Course

17 – 18 May	Sydney
14 – 15 Jun	Melbourne
18 – 19 Oct	Sydney
29 – 30 Nov	Melbourne

It's your move

SCOTWORK NEGOTIATING SKILLS

Contact us: (02) 9211 3999 or Info.au@scotwork.com

OUR SERVICES IN THEIR WORDS

“Scotwork is a big investment, but I can say it’s **absolutely worth it** – the investment we made, we recovered that in the first negotiation that we had – our investment turnover with Scotwork has resulted in a return of around 50 times per year.”

Greg Ahlberg
Regional Director ANZ
Abbott Diagnostics

“The Scotwork Negotiating Skills Training program is the most cost-effective piece of training we have ever conducted.”

Andy Molnar
Managing Director
Strauman

“Excellent course – **life changing** was the expectation I had and that was met. I’m up to three successful negotiations today and what an amazing feeling it is.”

Angela Serhan
Partner Relationship Manager
BT Financial

“Something I should have done years ago.”

Matthew Bufardeci
Associate Director
ANZ Private Equity

“The way I have been negotiating in the last 3 days has already paid for the course fee and opened up so many doors in terms of how I approach the situations in front of me. Once again – big thank you.”

Yury Gliken
Business Development Manager
ninemsn

“Sensational. Very beneficial & extremely practical. **Terrific tutors.** Thank you.”

Neil Mogridge
National Sales Manager
Procter and Gamble

“Fantastic. Best one I’ve been on (and I don’t always say that).”

Beverly Chua
Ebay

“One of the best I’ve attended. Excellent balance between theory & practise, very **well facilitated.**”

Andrew Barnfield
Manager – Concentrator & Hydromet

Scotwork Registration Form 2012



PARTICIPANT DETAILS:

Course Date	Course Location	Name	Job Title	Email
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SEND BOOKING INFORMATION TO:

Name: _____ Job Title: _____

Organisation: _____

Street Address: _____

State: _____ Postcode: _____

Telephone: _____ Email: _____

PAYMENT:

The course fee for 2012 is **\$4,250 plus GST** per person. Fees include course materials, lunch and refreshments for the duration of the program. Cancellation charges apply.

An invoice will be issued on receipt of registration. Payment is due within 14 days of invoice date. Please tick your preferred form of payment below. **(NB: All credit cards will incur a 2% surcharge)**

Cheque

EFT

Credit Card

Approved by: (Please print) _____ Manager's signature: _____

Bankcard

Visa

Mastercard

Amex

Card Number: _____ Expiry Date: _____

3 or 4 digit batch code (Amex cards only): _____ Total amount inc GST: (\$4,675 incl GST pp) _____

Card Holder's Name: _____ Signature: _____
(Please print)

Please note, by submitting this form you are agreeing to our Terms & Conditions of Business on the following page.

TERMS & CONDITIONS OF BUSINESS

"Scotwork" means Negotiating Skills Australia Pty Ltd carrying on business as Scotwork Negotiating Skills and its agents, servants and employees.

"Client" means any individual or organisation employing or representing a Participant, or expressing an interest, in any course provided by Scotwork.

"Participant" means an individual who participates or is intended to participate in any course provided by Scotwork.

1. All places are offered on Scotwork Negotiating Skills open courses solely on these Terms and Conditions of Business and these Terms and Conditions supersede any terms and conditions referred to or relied on by the Client at any time. Scotwork will accept no other terms and conditions unless agreed in writing in advance of the booking being made.

2. Scotwork cannot guarantee the availability of places on any course. Scotwork will accept provisional bookings by telephone, but these must be confirmed in writing (letter, fax or email) within 5 days. Any places not confirmed within 5 days may be offered to other Clients.

3. Where a reservation is made by a third party, on behalf of a Client, the name, address and other relevant details of the Client required by Scotwork must be disclosed to Scotwork at the time the reservation is made. The name, address and other relevant details of the Participant must also be disclosed by the third party at the time the reservation is made.

4. Reservations are confirmed in writing by Scotwork and submitted with an invoice to the client.

5. Payment terms (i) net 14 days from the date of invoice (ii) for places confirmed inside 14 days of the course commencing, payment must be received at the Scotwork office not later than the Friday preceding the course. If payment is not made by the due date (i) participation on the course may be refused (ii) the Client remains liable for the course fee.

6. The course fee includes course materials, light refreshments on the first evening, and lunch and refreshments served during the hours that the course is conducted. The Client is responsible for any additional charges made by the hotel in respect to food, accommodation or other items incurred by their Participant(s).

7. **CANCELLATION.** (i) Fifty per cent of the course fee will be charged to the Client for cancellation of a booking within 56 days (8 weeks) of the course start date. (ii) The course fee will be charged to the Client **in full** for cancellation of a booking within 28 days (4 weeks) of the course start date. Participants who have to leave the course part way through (even for reasons of ill health) will not receive a refund. (iii) Cancellation charges required by the venue where we have not been notified at least 2 working days in advance of the course start date must be settled directly by the Client or Participant with the venue.

8. In the event of the Participant being unable to attend the confirmed programme, Scotwork will accept a suitable substitute Participant.

9. An administration charge of five per cent will be charged to the Client for changes made by the Client or Participant to each course booking.

10. Goods and Services Tax (GST) – If GST is imposed on any supply made under or in accordance with these Terms and Conditions, the recipient of the taxable supply must pay to the supplier an additional amount equal to the GST payable on or for that taxable supply. (i) Unless otherwise expressly stated, all prices or other sums payable or consideration to be provided under or in accordance with these Terms and Conditions are exclusive of GST. (ii) If the Client is required to pay for, reimburse or contribute to any expense loss or outgoing ("reimbursable expense") suffered or incurred by Scotwork, the amount required to be paid, reimbursed or contributed by the Client will be the sum of (a) the amount of the reimbursable expense net of input tax credits (if any) to which Scotwork is entitled in respect of the reimbursable expense; and (b) if Scotwork's recovery from the Client is consideration for a taxable supply, any GST payable in respect to that supply.

11. Only three Participants are allowed per organisation on each course.

12. Scotwork reserves the right to vary the tutors teaching each course without notice to the Client or Participant.

13. Scotwork reserves the right to refuse training to any Participant or Client at any time.

14. Scotwork reserves the right to ask any Participant who is proving to be a disruptive influence on the course to leave the course. No refund of course fees will be made to the Client in these circumstances.

15. Participants may retain course materials which they have been expressly informed by course Tutors that they may keep. They shall return to Scotwork all other course materials of whatever nature.

16. No Participant or Client shall (and each Client shall procure that its Participants shall not) at any time use any information or materials belonging to Scotwork, including without prejudice to the foregoing generality any intellectual property rights, know-how or course materials, in any way that may prejudice Scotwork.

17. To the maximum extent permissible at law Scotwork accepts no responsibility for any loss or damage of whatever nature incurred by any Participant or Client in connection with any course provided by Scotwork.

18. Failure by Scotwork to insist upon the strict performance of any term or condition should not be considered a waiver of any rights which Scotwork has or may have.

19. These Terms and Conditions shall be governed by and construed in accordance with the laws of the state of New South Wales, Australia.