



How to Write a Job Analysis Questionnaire APPLICATION TO ATTEND

PARTICIPANT DETAILS:

FIRST NAME _____

LAST NAME: _____

POSITION TITLE _____

DESIGNATION: _____

AGENCY: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

SPECIAL DIETARY, ACCESS, OR OTHER NEEDS: _____

PARTICIPANT'S SIGNATURE _____

PROGRAM TO BE ATTENDED: DARWIN WEDNESDAY 27 JULY 2016

FULL DAY 8.45 am to 4.15 pm In this hands-on one day workshop, staff, supervisors and managers to learn how write a Job Analysis Questionnaire (JAQ) for the evaluation of a position by commencing to draft a JAQ of their own choice. Includes 30 minutes post course coaching on your JAQ.

Your investment: \$610 per participant

Registrations will be acknowledged within a week of receipt. An Invoice will be issued for payment and further advice on venue and other arrangements will be sent once sufficient registrations have been received to confirm the program. Payment is due prior to attendance at the program.

TERMS AND CONDITIONS:

Submission of a completed application form denotes acceptance of the following terms and conditions.

Participant registration, transfers and cancellations will only be accepted in writing and are subject to acceptance at the sole discretion of Turning Point Coach.

Once an invoice has been issued, payment is required subject to the following conditions.

Transfers to another date currently scheduled will be accepted up to ten business days before the program. Substitution of participants may be notified at any time subject to acceptance of the substitute at the sole discretion of Turning Point Coach. Cancellations notified after an invoice has been issued and more than five business days before the program will incur an administration charge of \$50. Cancellations notified within five business days of the program will be charged in full. Turning Point Coach reserves the right, at any time and without prior notice, to change the venue of the program. Turning Point Coach also reserves the right, at its absolute discretion and without further liability, to cancel, postpone, or vary any program at any time. In such cases, registrants may attend another course or request cancellation, free of any administration charge.

Please email your completed form to denise.paech@turningpointcoach.com.au