

<b>WORKSHOPS</b>	<b>NOV 2011</b>	<b>DEC 2011</b>	<b>MARCH 2012</b>	<b>APRIL 2012</b>
<b>Business Writing for Executive and Personal Assistants</b>	Brisbane - 29 November	Melbourne - 5 December		
<b>LIBRARIES@PICS</b> <b>Dealing with Difficult Behaviours in Libraries AUST</b>	Adelaide - 24 November Sydney - 25 November			
<b>Executive Assistants Masterclass</b>	Sydney - 24 November Brisbane - 28 November			
<b>LIBRARIES@PICS</b> <b>Leading Library Teams</b>	Sydney - 14 November			
<b>Skilled Minute Taking</b>	Perth - 7 Nov Sydney - 18 Nov Melbourne - 29 Nov			
<b>Virtual Team Manager MASTERCLASS</b>			Sydney - 19 March 2012 Darwin - 21 March 2012 Melbourne - 23 March 2012 Wellington - 26 March 2012 Auckland - 27 March 2012	Canberra - 2 April 2012