

# TABMAtalk NEWSLETTER

Your association newsletter...

April 2008

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## In this issue....

- *Training Course – Time Management*
- *NEW MEMBER SERVICE – Ford Vehicles Deal.*
- *Chain of Responsibility Breakfast Seminar – filling fast!*
- *QTI 2008 Awards – Close of Nominations Approaching & Sponsorship Open.*
- *Re-vamped TABMA Website – Coming SOON!*

## A note from TABMA Holland Park Head Quarters:

Alicia and I have started our trekking across South East Queensland in our quest to visit TABMA members. We are meeting and greeting, talking about the current services TABMA offer, getting feedback as to what you think we can do further to help the timber industry, and endeavouring to find out more about YOUR businesses! We are already acting on feedback members have given us such as organising the *Time Management Training Course*, but if you have a suggestion that you feel just can't wait, please contact us at any time on 3847 4637. If we haven't seen you yet, we will be calling in soon. See you then!

Karen Johnston  
Executive Officer

## TRAINING

# Time Management

**Do you consume time efficiently to ensure job and personal goals are achieved?**

Learn practical techniques for maximizing time and how to adopt a disciplined approach to planning and undertaking tasks. This **half day course** includes information on changing work habits, overcoming procrastination, goal setting and prioritizing. After completion participants will be able to handle interruptions, identify barriers to effective time management, identify strategies to assist others with time management, set priorities and achieve goals.

<b>WHERE:</b>	The Chalk Hotel, 735 Stanley Street, Woolloongabba
<b>WHEN:</b>	Wednesday 21 <sup>st</sup> May, 2008. 8.30am – 12.30pm.
<b>COST:</b>	\$200 (inc GST) per person - MEMBER RATE \$230 (inc GST) per person - NON-MEMBER RATE

For more information or to make a reservation, please contact Karen; 3847 4637, 0438 295 136 or [Karen@tabma.com.au](mailto:Karen@tabma.com.au). Attached to this newsletter is a comprehensive information and reservation form. Places are limited so make sure you secure your place ASAP!

## NEW MEMBER SERVICE SAVINGS ON FORD MOTOR VEHICLES!



TABMA Qld has set up a new membership service with Bryan Byrt Ford, effective 1<sup>st</sup> May 2008! **TABMA members**, their **employees** and **families** will receive fleet level discount, as well as any current discounts, when they purchase any Ford through Peter Solomon at Bryan Burt Ford Upper Mt Gravatt. Peter is planning to visit TABMA members to discuss this service offer further. If you have any questions, please contact him on 3347 9900, or 0407 173 645.

## CHAIN OF RESPONSIBILITY LEGISLATION BREAKFAST SEMINAR

25% of the seats available at the 'Chain of Responsibility' Information Breakfast scheduled for **4<sup>th</sup> June 2008** have already been filled. To secure your place at this seminar, download a booking form from our website, [http://www.tabma.com.au/documents/TABMAQld\\_COR\\_Breakfast\\_Flyer.pdf](http://www.tabma.com.au/documents/TABMAQld_COR_Breakfast_Flyer.pdf) and fax it back to us on 3847 4632.

The two guest speakers will be sharing information about changes to the legislation, what responsibilities your company and workers have, possible outcomes of non-compliance and how adopting a code of conduct can help in creating strategies for compliance with the legislation.

## QUEENSLAND TIMBER INDUSTRY AWARDS 2008 NOMINATIONS & SPONSORSHIP

A reminder that the nominations for the 2008 QTI Awards close on **Thursday 24<sup>th</sup> April**. Make sure you fax back the nomination form to ensure that those who stand out in our industry get the recognition they deserve. To download a copy of the nomination form from our website, click on this link: <http://www.tabma.com.au/documents/QTI%20Nomination%20Form%202008.pdf>

Sponsorship of this industry night of nights would provide your company with significant exposure whilst highlighting your support of the industry. There are three levels of sponsorship available for this year's awards; **GOLD, SILVER & EVENT** sponsorship, with benefits including **complimentary tickets** to the event, your **company logo on marketing materials** and **certificates of appreciation**, just to name a few. For more information about this fantastic advertising opportunity, please contact Karen on 3847 4637, or [karen@tabma.com.au](mailto:karen@tabma.com.au).

## TABMA ONLINE

In conjunction with TABMA NSW and TABMA WA we are in the process of re-designing our website. The front page will have a basic 'National' focus, which then extends on a state selection basis where the majority of the sites' content will be available. The new and improved website will be more member focused, contemporary, user friendly, and have additional features such as the ability for applicants and hosts to get information and apply for jobs, traineeships and apprenticeships online. Once up and running, please feel welcome to link your websites to ours! Watch this space for more information on when it will be up and running.

# TIME MANAGEMENT

## HALF DAY TRAINING SEMINAR

### Course Content:

- Time Wasters
- Changing Work Habits
- Using Time Logs for Greater Efficiency
- Assessing Current Time Usage
- Overcoming Procrastination
- Goal Setting and Prioritising

### Course Outcomes:

- Understanding the importance of effective time management.
- Identify the barriers to effective time management and own time management methods.
- Set priorities.
- Set and achieve goals.
- Handle interruptions.
- Use more effective time management to reduce stress.
- Identify strategies for assisting others with time management.
- Develop a personal time management plan.



*Time management means using time effectively to ensure goals are achieved. Therefore learning practical techniques to maximize time is important both professionally and personally. Learn to adopt a disciplined approach to undertaking tasks in an organized manner, block out time wasters and get more value from your time!*

**WHEN:** Wednesday 21st May, 2008  
**TIME:** 8.30am to 12.30pm  
**WHERE:** The Chalk Hotel  
 735 Stanley Street  
 WOOLLOONGABBA QLD 4102  
**COST:** \$200 (inc GST) per person - Member  
 \$230 (inc GST) per person - Non-member

*Participants receive a Certificate of Attendance on completion.*

**TRANSFER & CANCELLATION POLICY**  
 Cancellations & transfers with less than 5 working days notice will incur a 25% administration fee. No refunds will be issued for non-attendance on the day of the course or for cancellations or transfers with less than 72 hours notice.

Company Name \_\_\_\_\_

### FAX BACK:

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

## 3847 4632

Participant Name \_\_\_\_\_

Participant Name \_\_\_\_\_

Participant Name \_\_\_\_\_

Participant Name \_\_\_\_\_



Phone: 3847 4637

Email: karen@tabma.com.au

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Discounts For Employees & Immediate Family!



Bryan Byrt Ford is offering all TABMA Members and Employees and their immediate family a deal not to be missed!

The National Fleet Level of Discount and any available bonuses, will be on offer when ANY New Ford Vehicle is purchased at Bryan Byrt Ford's Business Centre at Upper Mt. Gravatt, contact Peter Solomon.

After the purchase of a New Ford through this special only, the registered owner will gain an automatic entry in a 'Prize Pack' of \$500 retail worth of Ford Merchandise\*. This will be drawn on the 01/11/08. Winner notified by phone.

To take advantage of this offer please speak to Karen Johnston for Peter's contact details.

The vehicle must be purchased between the 18/04/08 and the 31/10/08

\*The Ford Merchandise will be of the winner's choice from selected stock in the merchandise shop at 134 Wecker Road Mansfield.

