

# RIGHTING THE WRONGS OF THE RIGHT WAY TO WRITE



australian  
childhood  
trauma  
group

**Speaker: Nick Grainger**

**27 July 2012**

**SKILL BITE**



**FULL DAY**

**Date**  
27/07/2012

**Time**  
Registration: 9.30am  
Skill Bite: 10am - 4pm

**Location**  
Edgar Lynch Training & Meeting Rooms  
3 St David Street, Fitzroy, Australia 3065

**Cost**  
Workers: \$195+GST  
Carers / Full-time Students: \$180+GST

The unfortunate Japanese translation that may have contributed to the dropping of atomic bombs during World War II demonstrates the need for clarity in our communication. When misinterpretation occurs, the consequences can be significant. This can affect not only ourselves, but also the most vulnerable children and young people we care for. Your strong report writing skills may just be the key to effective advocacy, better resources, stronger policy and procedures. This series ensures that your report writing will be clear, efficient and easily understood.

#### **Skill Bite Objectives:**

- To explore the essentials of report writing
- To understand the importance of knowing your audience
- To identify the benefits of effective report writing skills and their transference to alternative communication streams
- To understand the importance of your own communication methods
- To understand the real purpose of the reports you write
- To explore the use of emphasis writing, highlighting important aspects of your reports
- To identify the aspects of report writing that lend themselves to effective advocacy

#### **Suitable Audience:**

- CSO case workers / managers
- Child Protection staff
- Administration staff

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NOW**  
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Nick Grainger has a 10 year background of working with children, young people and families within the out of home care sector. Nick has considerable experience working with vulnerable and high-risk young people in residential and educational settings and is recognised for his calm and compassionate approach. Nick has a particular interest in the educating and skilling of people and has continued to work in the education sector as a facilitator and directly with schools regarding the effects of trauma. Nick also has extensive management experience in the not-for-profit sector, overseeing re-structuring of residential care, adolescent community placement and lead tenant programs.

#### **ENQUIRIES**

e [info@theactgroup.com.au](mailto:info@theactgroup.com.au) t 9415 6066 m 0419 853 888

edgar  
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TRAINING  
& MEETING  
ROOMS



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Refreshments, morning tea,  
lunch & notes provided

**PAYMENT OPTIONS**

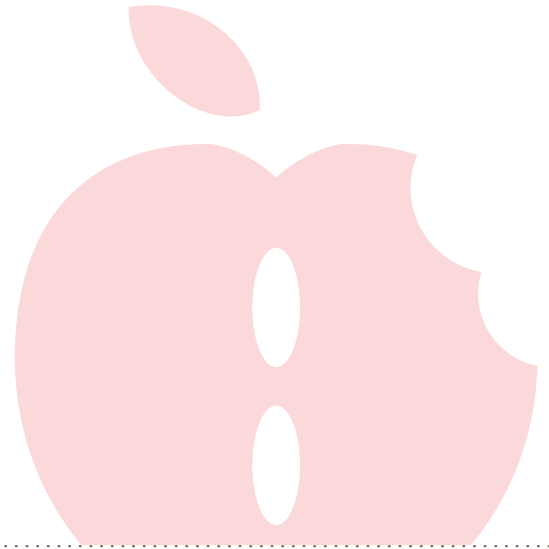
- Cheques/Money Orders made payable to "Australian Childhood Trauma Group"
- Electronic direct deposit to: "Australian Childhood Trauma Group"  
BSB: 083 218 Account: 519 963 647
- Credit Card/ EFTPOS available on the day

**Please provide remittance**

**RSVP**

By 20 July 2012. Please send the required information in an email (preferred) or complete registration form and post/fax. Cancellations must be received no later than 5pm, 20 July 2012.

**Places are limited so please book early to avoid missing out!**



**Print this form for manual registration**

Agency:

Program:

Contact Person:

Contact Number:

Email:

Mailing Address:

(Please provide billing contact details if different from agency details provided above)

Name & Email Address of Each Participant:

PARTICIPANT NAME	EMAIL ADDRESS	CARER / WORKER

- Participants will receive a letter of confirmation via email upon receipt of payment
- Please advise of any special requirements e.g dietary
- Receipts can be provided upon request

**Seminar Enquiries and Registrations to:**  
info@theactgroup.com.au  
PO Box 236, Fitzroy 3065  
t 9415 6066 f 9415 6085 m 0419 853 888



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