



## Mentoring Support Program - Outline & Application Form

### PROGRAM OUTLINE

This mentoring program is designed to support newly registered agents as they establish their practices. A series of activities will be held including classroom discussions and file management practice along with an introduction session and tour of DIAC, Brisbane. This program is facilitated by an experienced migration agent, Chrissy Williams, (Solicitor and MARN 0004853) and presented by members of the QLD State Executive.

As numbers are limited, priority will be given to MIA members who are operating as sole traders. Topics include:

- General practice issues
- Fees & charging
- Building your reputation
- Finance & cash flow
- Business establishment
- Selecting & communicating with clients
- File noting & management
- Useful business links & assistance
- Marketing basics
- Working with DIAC & other agencies
- Managing client expectations
- IT advice & data security

### DETAILS for BRISBANE PROGRAM

**Friday, 12 March from 9:00am - 16:15pm**

**Venue:** Level 16, Brisbane Room, 260 Queen Street, Brisbane

**Monday, 29 March from 10:00am - 11:30am**

**Venue:** DIAC offices, 299 Adelaide St, Brisbane

**Cost and Registration:** MIA members \$300 including GST, early bird registration: \$250 by 1 March 2010

**Facilitators:** A number of experienced MIA members will facilitate sessions in the program. Senior DIAC officers will conduct the DIAC session and tour.

**Participants must attend both days to obtain 3 CPD points**

### APPLICATION FORM & TAX INVOICE - Applications close on 11 March 2010

Family Name: \_\_\_\_\_ Title (Circle): Mr Mrs Ms Dr

Given Name(s): \_\_\_\_\_

Postal Address: \_\_\_\_\_ State: \_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone: \_\_\_\_\_ MIA Number: \_\_\_\_\_

Email: \_\_\_\_\_ MARN: \_\_\_\_\_

Business structure: \_\_\_\_\_ Visa types: \_\_\_\_\_

What do you want to gain from this program?  
\_\_\_\_\_  
\_\_\_\_\_

Please charge \$ \_\_\_\_\_ to my Credit Card VISA / Mastercard (circle one)

Card No.: \_\_\_\_\_ Exp: \_\_\_\_ / \_\_\_\_

Applications should be sent to the MIA by Fax: (02) 9279 3172 or Post: PO Box Q102, QVB Post Office, NSW 1230

Signature: \_\_\_\_\_ Name on Card: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY: Rec'd: \_\_\_\_\_ Receipt No: \_\_\_\_\_ Notified: \_\_\_\_\_