ARCS AUSTRALIA®

Professional Development in Therapeutics™

Professional Development

GENERAL INDUSTRY AND MANAGEMENT PROGRAMMES (with a therapeutics focus)

CLINICAL RESEARCH
(Coordination and Monitoring)

MEDICAL AFFAIRS/MSL

MEDICAL DEVICES

PHARMACOVIGILANCE

PROJECT MANAGEMENT

QUALITY AND GMP

REGULATORY AFFAIRS

STATISTICS

ARCS in-house training

ARCS can deliver in-house training for your team so you can maximise your training budget, save money on individual employee travel and most of all save time out of the office.

- ARCS selected facilitators are professionals in the pharmaceutical and related industries and are highly practiced and experienced in their particular discipline(s)
- highly cost effective for companies requiring training for six to 16 people (attendees must be either employed by or contracted to work with the same company or institution)
- courses can be adapted to fit company needs
- costs are all inclusive: ARCS provides the instructor(s) and all learning materials

All you need to do is provide the students, audiovisual equipment, catering (if applicable) and a learning-friendly environment.

For a complete list of ARCS training courses that can be delivered to your employees at your company location and to receive a proposal regarding ARCS in-house training, contact Joe Badolato at joebadolato@arcs.com.au.

ARCS AUSTRALIA®
Professional Development in Therapeutics™

TYPES OF PROFESSIONAL DEVELOPMENT AT ARCS

Computer-Based Training (CBT)

Web-based programmes which include narration. A CBT may be done at your own pace but must be completed in a set timeframe. As the trainer and you are not online at the same time, this type of event is also known as asynchronous e-learning (no live interaction with the instructor), and is able to be stopped and started, to fit in with your schedule.

Conferences/Congresses

Large gatherings of delegates (typically over 100) from multiple organisations. ARCS conferences can have varying aims including delivery of information, discussions and networking. They are typically one day or more in length and can have concurrent sessions. Presentations are available pre and post event to member registrants (where the speakers' permission has been granted).

Seminars

Education focused short events, providing detailed information which attendees can incorporate into their work roles. They are less structured than workshops and are typically between one to four hours in length. Seminars usually include an opportunity for attendees to network.

Workshops

Structured events with defined learning objectives and outcomes. Workshops are designed to assist the application of techniques and skills in the workplace. Workshops are delivered face-to-face and are between half a day to three days. Workshops usually come with a manual.

Virtual Classrooms

Web-based training sessions that take place in real-time where participants undertake some theory online as well as interact via group discussions, polls, whiteboards etc. As attendees and the trainer are online at the same time, this type of e-learning is also known as synchronous e-learning.

Interest Area Meetings

Many of our interest areas have guest speakers of interest providing their experiences and insights. These meetings are at no additional cost for ARCS members. You are welcome to join any Interest Area meeting if you see a topic of interest even if it's not a chosen interest area. To help manage an increased volume of attendees these meetings will now require registration.

GENERAL INDUSTRY PROGRAMMES

Overview of Drug Development (1 day / introductory, virtual classroom)

Would you like to know more about how new therapeutic goods are identified and developed? Who are the key stakeholders and players during development? This virtual classroom will outline the roles, responsibilities and interactions of clinical research, regulatory affairs, manufacturing and marketing. The course will review how clinical trials are started, completed and reported. It will also explore some key ethical considerations when conducting clinical research. The course material provides a focus on the development process based on the requirements of regulatory authorities and provides an overview of good clinical practice guidelines (e.g. ICH-GCP) and Australian regulatory requirements.

Health Economics for Non-Economists (1 day / introductory workshop)

Do you need to understand the process flow for a reimbursement application to the PBAC or MSAC, key inputs required in the application and for particular requirements in the translation of clinical evidence into cost effective outcomes? Do you need to understand the challenges faced by health economics colleagues so you are better equipped to provide input into reimbursement applications? This practical workshop will be of interest to those working in regulatory affairs, sales and marketing, medical affairs and clinical research who would benefit from understanding the inputs and requirements for reimbursement applications in Australia.

GENERAL BUSINESS PROGRAMMES WITH A THERAPEUTICS FOCUS

Assertive Negotiation (1 day / introductory workshop)

Do you need to influence others and the way things are done? Do you want to increase the levels of support and respect from team members, co-workers and managers and external customers? This programme takes an innovative approach to assertive behaviour and the art of negotiating – the two most important skills for influencing others and ensuring fair, balanced outcomes for all parties. This workshop covers the fundamentals of assertive negotiation using case studies and examples tailored specifically to those working in the therapeutic goods industry.

Emotional Intelligence (2 days / introductory/intermediate workshop†)

It has been regularly shown that emotional intelligence (EQ) is a better predictor of a person's success than IQ. This workshop provides an insight into the realms of emotional intelligence and will increase participants' understanding of EQ as well as teach practical skills and tools to improve their efficacy in both in their work and personal lives.

The New Line Manager (2 days / introductory workshop†)

This interactive workshop is essential for anyone who has recently become a new manager and has (1) Been frustrated by under-performing team members (2) Wondered how the inspirational leader/ manager maintains a high level of competence and commitment from their team while avoiding stress and burn out (3) Wanted to reduce the time you spend doing or re-doing your team members' work (4) Wondered how to maintain a healthy balance between individuals, team and task (5) Wanted to be described as an exceptional leader rather than just an average leader.

Working Effectively With Others: Improving Communications and Managing Conflict (2 days / introductory/intermediate workshop†)

This workshop focuses on increasing the skill of behaviour flexibility and addresses conflict management, improving work place relations and understanding how to interact more effectively with others. This workshop features an interaction profile created prior to the course by colleagues and/or clients who provide feedback through an online questionnaire. The outcomes of this course are applicable to anyone in a role that requires their communication to be highly effective.

PROJECT MANAGEMENT PROGRAMMES

An Introduction to Project Management (1 day / introductory workshop)

Are you looking for an overview of project management? With or without the title of Project Manager, most people today are involved in project work. When used intelligently project management principles and techniques can be invaluable, even for the "non-project" management professional. Although this one-day workshop covers similar content as the two-day programme, it does this at a high level using primarily non-industry specific examples.

Project Management for Therapeutic Goods Development

(2 day intensive / advanced workshop†)

Are you looking for proven techniques, tools and processes to deliver projects within specification, on time and on budget? As a project manager, how you lead a project or perform in a project team can dictate the success or failure of each initiative or project that you are involved in, regardless of its size or complexity. The workshop builds on the one-day workshop and covers the fundamental steps in any project lifecycle, using a case study approach (tailored specifically to the therapeutic goods industry) in order to follow a project from conception through to completion.

† = Expressions of interest

Expressions of interests are a way to register for selected ARCS events which do not have a currently scheduled date. Once on the list, we will be in regular contact with you on the status of the event. When we have enough interest we will contact you and schedule the event at a time which suits the majority of those interested. With your support, we hope to schedule selected educational events with more certainty.

CLINICAL RESEARCH - COORDINATION

Conducting Clinical Research - Essential GCP Training for New Coordinators and Researchers (2 days / introductory workshop)*

Would you like to learn more about conducting research in a hospital setting or at a research site according to ICH-GCP? Do you wish you had some techniques, tools and tips that you could apply immediately to assist coordinating research at your hospital / clinic? This course will guide you through practical issues like protocol compliance, ethics applications / approvals, informed consent, maximising recruitment, source documents, safety reporting and managing trial supplies and resources. It will also be a great opportunity to exchange ideas and experience with other research coordinators.

Coordinating Site Start-up, Ethics and Resourcing More Effectively for Coordinators and Researchers (1 day / intermediate workshop)

This workshop will explore tools, strategies and best practice for a range of processes essential to the effective starting up and running of single and multi-center research sites. You will be guided through practical issues like study feasibility assessments, resourcing, budget management and the multi-centered ethics submission process. This workshop seeks to build on the topics covered during the "Conducting Clinical Research" workshop by helping attendees apply what they have learnt and broaden their understanding of effective investigational site management.

Coordinating Quality, Management and Communication More Effectively for Coordinators and Researchers (1 day / intermediate workshop)

Do you want to be more confident when dealing with quality and GCP issues at your research site? Would you like to develop skills to coordinate more complex projects? This workshop will explore tools, strategies and best practice for a range of processes essential to the effective running of single and multi-center research sites. You will be guided through practical issues, such as managing GCP issues, quality systems, audit-readiness and communications to strengthen relationships. This workshop seeks to build on the topics covered during the "Conducting Clinical Research" workshop by helping attendees apply what they have learnt and broaden their understanding of effective investigational site management.

CLINICAL RESEARCH - ASSISTANT

Clinical Trial Assistant: The Essentials (1 day / introductory)

The role of the clinical trial assistant has become more than a stepping stone to a career as a clinical research associate. It is a role that is now seen as a career in itself and one that requires an increasing level of professionalism. This workshop will focus on the why of what a CTA does, and how the role is an integral part of the clinical project team. Find out what all those documents are used for, why are they needed and why you are required to track all that information? There are many regulations that surround clinical trials and this workshop will help you understand what they are and how they are implemented in a clinical organisation.

CLINICAL RESEARCH

CLINICAL RESEARCH - MONITORING

Essential and Practical GCP Training for New Monitors and CRAs

(2 days / introductory workshop)

Would you like to know more about the role and responsibilities of a clinical research associate (CRA)? Do you want to explore practical applications of ICH-GCP? This course reviews the process for the development of therapeutic goods and the applicable regulations in Australia and New Zealand. It looks at the key CRA responsibilities when conducting clinical research from protocol implementation, ethics submission, site selection, safety reporting and site monitoring. An opportunity to perform a "mock" monitoring visit will be provided on the second day, allowing you to practice all that you have learnt. It is essential training for any new CRA!

Clinical Project Management for CRAs (2 days / intermediate workshop)

Are you ready to expand your site management and clinical research knowledge and skills? Would you like to help your trial sites and project team manage research projects more efficiently and still maintain quality? This course will provide an overview of project and risk management strategies. These strategies will be applied to the conduct of study feasibilities, participant recruitment, managing the informed consent process, trial supplies, quality management, which includes GCP issue management. Attendees will value the opportunity to discuss and share experiences regarding trial recruitment, conflict management and trial misconduct.

CLINICAL RESEARCH - QUALITY, DOCUMENTATION AND AUDITS

Applied GCP Training For Investigational Sites (Including Investigators /Coordinators) and Sponsors (10 hrs / computer-based training)*

Are you looking for an applied Good Clinical Practice (GCP) training course that can be completed at your own pace? Are you looking to prove that you understand the core requirements of GCP? This computer based training is applicable to clinical investigators, study coordinators, and study sponsor representatives. Upon completion of this programme you should have a good understanding of the Australian regulations and ICH-GCP and ideas to consider when adhering to these during the conduct of research. You should also have a concept of and a clear understanding of the roles and responsibilities of all stakeholders in clinical research.

GCP Refresher for Investigational Sites (<1 hour / computer-based training)*

This programme is applicable for investigational trial sites. It is designed as a refresher for those who have already completed relevant GCP training offered by ARCS, or have completed equivalent training. Topics covered in this programme include: ICH-GCP introduction and overview; Underpinning knowledge for clinical investigators; Getting the trial started and HREC obligations; Participant management, including recruitment; AE reporting; Consent; Clinical trial documentation (including source & essential documents); Investigational product accountability; Delegation of responsibilities; Managing the ongoing trial; Trial closure & archiving considerations.

Essential Documents and Good Documentation Practice

(3 hrs / computer-based training)

Why is good documentation practice so important in clinical research? Would you like to know more about handling and managing essential documents and the common problems associated with them? This programme provides a 'hands-on' review of some common clinical research documents. This interactive and practical approach gives you experience that you can take away and implement immediately for your clinical research documents.

Introducing GCP Audits (0.5 day / intermediate virtual classroom†)

With auditing clinical trials increasing from institutions and regulatory, now is a good time to discover what a GCP audit or inspection is all about. Find out what an auditor/inspector will do when they come to the site and how best to interact with them. We will also discuss case studies, to discover where audits have gone wrong previously and how to best prepare your sites for audit/inspection readiness.

Be Prepared: A Practical Guide to GCP Audits (2 days / intermediate workshop†)

Would you like insight into a "day in the life" of an auditor? Are you looking for ideas to improve your monitoring and trial management? This course will raise awareness and provide a framework to appreciate the different stages of audit processes and activities of GCP audits. This is an interactive course suitable to the pharmaceutical/devices industry and institution-based research staff such as study coordinators and investigators.

We're always trying to help you learn and develop, as such we are working with leading professional organisations, DIA and ACRP, to bring you cutting-edge topics and an international perspective to your computer.
Visit the ARCS website for more details.

DIA DEVELOP INNOVATE ADVANCE

ACRP ASSOCIATION OF CLINICAL RESEARCH PROFESSIONALS

* = This ICH E6 GCP Investigator Site Training meets the Minimum Criteria for ICH GCP Investigator Site Personnel Training identified by TransCelerate BioPharma as necessary to enable mutual recognition of GCP training among trial sponsors.

ARCS PROFESSIONAL DEVELOPMENT PATHWAYS FOR CLINICAL RESEARCH PROFESSIONALS

	Clinical Monitoring		Clinical Coordination		Monitoring / Coordination
	Entry	Intermediate	Entry	Intermediate	Extra - Curricular
Workshops / Seminars					
Applied GCP Training for Investigational Sites and Sponsors (up to 8 hours)	✔		✔		
Overview of Drug Development (1day)	✔		✔		
GCP Refresher for Investigational Sites (1 hour)					✔
Essential Documents and Good Documentation Practices (up to 3 hours)	✔		✔		
Clinical Trial Assistant: The Essentials (1 day)	✔				
Essential and Practical GCP Training for New Monitors and CRAs (2 days)	✔				
Clinical Project Management for CRAs (2 days)		✔			
Conducting Clinical Research – Essential GCP Training for New Coordinators and Researchers (2 days)			✔		
Coordinating Site Start-up, Ethics and Resourcing More Effectively for Coordinators and Researchers (1 day)				✔	
Coordinating Quality, Management and Communication More Effectively for Coordinators and Researchers (1 day)				✔	
Introducing GCP Audits (0.5 day)					✔
Be Prepared: A Practical Guide to GCP Audits (2 days)					✔
Assertive Negotiation (1day)					✔
Emotional Intelligence (2 days)					✔
An Introduction to Project Management for the Therapeutic Industry (1 day)					✔
An Introduction to Pharmacovigilance: A Theoretical approach (1 day)					✔
Project Management for Therapeutic Goods Development (2 days)					✔
Making Sense of Statistics (2 days)					✔
Section 6.6 MA Code of Conduct: Understanding your Obligations (up to 3 hours)					✔
Other ARCS Professional Development Opportunities					
Interest Area meetings	✔	✔	✔	✔	✔
Volunteer pathway	✔	✔	✔	✔	✔
ARCS / Industry events	✔	✔	✔	✔	✔

MEDICAL AFFAIRS/MSL

MSL101: Essential Training for Those New to the Role and MA Area

(2 days, Introductory / intermediate workshop)

Are you new to the MSL role or aspiring to move into a Medical Affairs role? Do you need to understand the broad range of skills required for the role? It analyses the integral role of MSLs and their relationship with key opinion leaders throughout the product lifecycle. You will learn about the legislative and corporate government requirements that are essential to the success of this role, the use of promotional material, getting the most from conferences, access programmes, investigator initiated studies, developing publications, and how to critically assess scientific data.

Section 6.6 MA Code of Conduct: Understanding your Obligations

(up to 3 hours / introductory workshop)

The Medicines Australia Code of Practice (section 6.6) requires that anyone having direct interaction with healthcare professionals for the purpose of promoting a prescription product or providing medical or clinical education must undertake training on a regular basis to ensure that they have sufficient knowledge to comply with the Australian Privacy Legislation and Australian Competition and Consumer Legislation to the extent it is relevant to their roles. This workshop is a very practical workshop where attendees will have the opportunity to apply section 6.6 to specific workplace examples.

PHARMACOVIGILANCE PROGRAMMES

An Introduction to Pharmacovigilance: A Theoretical Approach

(1 day / introductory workshop)

Do you need a theoretical framework to better understand the importance of the role of pharmacovigilance in the drug development process and life cycle of a therapeutic good? This course covers: 1) The purpose and rationale for pharmacovigilance during the life cycle of a therapeutic good 2) How adverse events are defined, assessed and escalated and 3) Identification of the local regulations and reporting requirements for adverse events.

Pharmacovigilance in Practice: The Pharmacovigilance Professional

(1 day / advanced workshop)

Are you looking for a course which explores essential data collection and data handling methods, processes and the legal requirements for managing adverse events? This course covers these topics for both spontaneous and clinical trial adverse event management. It is intended for practicing drug safety/pharmacovigilance associates. There is an assumed knowledge of terminology and processes as outlined in the ARCS course 'An Introduction to Pharmacovigilance Requirements'.

MEDICAL DEVICES SEMINAR SERIES

Medical Devices 101 (4 hours / introductory seminar)

This seminar provides an introduction to the regulatory framework, including the relationship between devices regulation and pharmaceutical regulation for devices containing medicinal substances. No previous medical device regulatory experience will be assumed for this seminar.

DEAL Application Process Workshop for Medical Devices

(3 hours / introductory seminar)

This seminar will outline the types of applications, device classification, procedure packs, GMDN codes and conformity assessment (what is it, when is it required) and will be interactive and engaging. This session is essential for anyone who makes medical device applications to the TGA, including those in pharmaceutical sector who present medicines in a pack administration.

Post-market Requirements for Medical Devices (3 hours / introductory seminar)

Getting to market is only the first step - the medical device regulatory framework imposes requirements on both sponsors and manufacturers to actively monitor product performance once on the market, including reporting requirements when issues that potentially impact upon device safety are identified.

ARCS SCHOLARSHIPS

Each year ARCS offers two scholarships to full members of the association. The scholarships are designed to enable members to undertake a project relevant to their work and to other ARCS members – this may be a professional development project or an original research project. Each scholarship is awarded up to the value of $10,000.

If you would like the opportunity to undertake a research project, expand your own knowledge, raise your profile within ARCS and help to increase the knowledge of other ARCS members keep your eyes peeled for application details in September!

QUALITY AND GMP

Good Manufacturing Practice (2 day / introductory workshop)

Understanding the regulatory environment and the intent and requirements of the Code of Good Manufacturing Practices is essential for persons charged with responsibility for product quality and/or GMP compliance. This introductory workshop provides personnel new to the pharmaceutical industry with a good understanding of GMP and quality system requirements. It will also apply to experienced staff looking for a refresher, or existing companies that require a new TGA licence, e.g. third-party logistics providers that repack/reprocess. Trainers will step through each chapter and common appendix of the Code of GMP for Medicinal Products and, using case studies and examples generated specifically for the ARCS audience, will explain the requirements and how they are applied in different manufacturing environments.

Quality Management Systems (1 day / introductory workshop)

This workshop provides an overview of what a quality management system (QMS) is, and how an effective QMS can be designed and implemented in an organisation operating governed by the Australian therapeutic goods regulations. It will ensure participants understand the key steps in the design and implementation of a QMS, and the critical success factors in maintaining and improving the QMS. The workshop is targeted at personnel who work, or intend to work, in a quality or regulatory role in an organisation that manufactures and/or supplies therapeutic goods. People new to 'regulated' industries and research organisations, anyone needing to commercialise a product or process, those unsure of which QMS is relevant or necessary to their organisation and anyone implementing a QMS could all benefit from attending this workshop.

Go to www.arcs.com.au for the latest information on all ARCS educational events, including Interest Area meetings and seminars.

REGULATORY AFFAIRS

Introduction to Regulatory Affairs in Australia (3 days / introductory workshop)

Are you new to regulatory affairs and need a solid foundation in Australian regulatory requirements? Would you like to know more about the role of a regulatory affairs associate? This workshop will provide you with practical training in what regulatory affairs is all about, how medicines are developed, registered and marketed, the legislative controls that underpin such activities, and who regulates what. Learn the what, the how and the why of regulatory affairs. An essential programme for all new regulatory affairs professionals.

Bioavailability and Bioequivalence: Understanding and Applying Bioavailability and Bioequivalence (BABE) Guidelines

(2 days / intermediate workshop)

Are you looking to broaden your knowledge and skills in the analysis of bioavailability and bioequivalence data? Do you work for an innovator or generics company and need to develop the ability to critically review bioavailability and bioequivalence data? With a focus on oral formulations, the topics to be covered include the basic principles of pharmacokinetics and bioavailability, BABE study designs and how they relate to product types, analytical validation, statistical evaluation, preparing justifications for the absence of BABE data and common deficiencies in BABE study reports and results.

Regulation of Pharmaceuticals in the European Union

(1 day / intermediate workshop)

Are you involved in preparing global submissions? Do you need to more effectively interact with EU colleagues? Interested in the how, what and why of European regulatory affairs? This workshop will help you understand the role of the key European regulatory institutions and be able to outline the different regulatory procedures that operate within the EU and when they are used. You will be able to describe the Module 1 submission requirements for an NCE application and have an understanding of the sources of regulatory intelligence that may assist.

Requirements for Quality: Module 3 and Module 2.3 (2 day workshop/ intermediate)

This is an intermediate, practical two-day course to detail the requirements for Module 3: Quality and Module 2.3: Quality Overall Summary, of a CTD format dossier (per CPMP/ ICH/2887/99), including common deficiencies (as noted by the TGA), quality variations, and the necessary data requirements. The course will be a combination of presentations and workshops, facilitated by ARCS and TGA PCE evaluators. This workshop builds upon ARCS introductory courses (Introduction to Regulatory Affairs in Australia and Overview of Drug Development)

Registration of Biologicals and Biotechnological Products

(2 days / intermediate/advanced)

Are you a regulatory affairs professional looking to broaden your knowledge and skills base? Ever wanted to know more about biological products and their registration process? This two-day workshop will guide you through the complexities of biological products, give you a sound understanding of different classes of biological therapeutics and molecular biology concepts and will allow you to apply your knowledge to case studies. With a growing interest in biologics among big pharmaceutical companies, after attending this course you will be well placed for the future wave of biological discoveries.

Document Authoring for Electronic Regulatory Submissions

(1 day / introductory)

This is a workshop for writing documents with Microsoft Word and publishing with Adobe Acrobat. It is intended to provide attendees with the fundamental Word and Acrobat skills for authoring compliant documents for use in electronic regulatory submissions in both eCTD and NeeS formats. Workshop participants will learn how to implement styles, tables, section breaks, bookmarks and cross referencing, tables of contents and figures, and track changes in Microsoft Word with ease and consistency. In Adobe Acrobat the workshop will address navigating, creating PDFs and adding navigation features.

STATISTICS

Making Sense of Statistics (2 day / introductory workshop)

From a healthcare perspective, most employees just need to understand the appropriate use of statistics - rather than how to perform the statistical test per se. This workshop is designed to cover the core proposed topics in an engaging and interactive way that allows attendees to read a clinical paper, a clinical protocol, a PBAC or TGA submission and critically appraise the statistical elements. This workshop is designed for those with very little statistical knowledge, but who are required to have an understanding of statistics for their job, including those employed in areas such as clinical research, data management, regulatory affairs, health economics, pharmacovigilance, medical writing and medical affairs. Academic researchers would also find the course of use.

ARCS PROFESSIONAL DEVELOPMENT PATHWAYS FOR REGULATORY AFFAIRS PROFESSIONALS

	Introductory/ Entry Level	Intermediate (up to 3 years)	Advanced/ Extra Curricular
Workshops / Seminars			
Introduction to Australian Regulatory Affairs (3 days)	✔		
Overview of Drug Development (1 day)	✔		
Document Authoring for Electronic Regulatory Submissions (1 day)	✔		
Requirements of Quality: Module 3 and Module 2.3 (2 days)	✔	✔	
Medical Devices 101 (0.5 day)	✔	✔	
DEAL Application Process Workshop for Medical Devices (0.5 day)	✔	✔	
Post-Market Requirements for Medical Devices (0.5 day)	✔	✔	
Good Manufacturing Practice (2 days)	✔	✔	
An Introduction to Project Management (1 day)	✔	✔	
An Introduction to Pharmacovigilance: A Theoretical Approach (1.0 day)	✔	✔	
Bioavailability An Bioequivalence: Understanding and Applying Bioavailability and Bioequivalence (BABE) Guidelines (2 days)		✔	
Regulation of Biologicals and Biotechnological Products		✔	
Health Economics for Non-Economists (1 day)		✔	
Quality Management Systems (1 day)		✔	
Making Sense of Statistics (2 days)		✔	✔
Emotional Intelligence (2 days)		✔	✔
Assertive Negotiation (1 day)		✔	✔
Section 6.6 MA Code of Conduct - Understanding your Obligations (0.5 day)		✔	
EU Regulatory Affairs: Pharmaceutical (1day)			✔
Pharmacovigilance in Practice: The Pharmacovigilance Professional (1 day)			✔
The New Line Manager (2 days)			✔
Working Effectively With Others: Improving communications and managing conflict (2 days)	✔	✔	✔

Other ARCS Professional Development Opportunities			
Evening Update Series[a]	✔	✔	✔
Volunteer Pathway	✔	✔	✔
ARCS / Industry events[a]	✔	✔	✔

a There are a number of key forums applicable to all levels of experience where ARCS members can remain current on new/changing industry wide initiatives (go to the www.arcs.com.au for further information).
* Refer to course description

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