

## AUSTRALIAN INSTITUTE OF MANAGEMENT (WA)

### Ephemera **PR6181**

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CALL NO.	DESCRIPTION
PR6181/1	Organising for Results - A Three Day Study. 1971
PR6181/2	Junior Executive Development Course. 1971
PR6181/3	Training Course - Office Management. 1971
PR6181/4	Senior Management Programme. 1979
PR6181/5	Junior Executive Development Course. 1979
PR6181/6	Wilfred Jarvis on Essential Skills for Effective Managers.1979
PR6181/7	Introduction to Management. 1979
PR6181/8	Marketing and Sales Marketing. 1979
PR6181/9	Executive Development Course. 1979
PR6181/10	All Teams require Training. Get Some Spin Off ... Pass It On Too ...
PR6181/11	Junior Executive Development Course. 1981
PR6181/12	Senior Management Programme. 1981
PR6181/13	The Executive Development Course. 1980
PR6181/14	Australian Institute of Management. Western Australian Division. 1970
PR6181/15	Unlock Your Creativity. 1984
PR6181/16	Organising Your Office Memory. 1984
PR6181/17	Sell That Product. 1984
PR6181/18	Time Manager Effectiveness Seminar. 1984
PR6181/19	Improve Personal Effectiveness. c1984
PR6181/20	Strategic Planning with the Aid of Computers. 1984
PR6181/21	Introduction to Management. 1984
PR6181/22	Slip into Overdrive. c1984
PR6181/23	The Performance Appraisal and Review Process. 1984
PR6181/24	The Boss and I. 1985
PR6181/25	'Why Men are the Way They Are'. 1985
PR6181/26	Alice ... and Escaping from Wonderland. c1985
PR6181/27	No time for Dreams. A Seminar for Management on the Move.1986
PR6181/28	Managers meet the Senator. 1985
PR6181/29	Who is this Man? Why is He Coming to Your City? 1986
PR6181/30	A Seminar for Thinking People. 1985
PR6181/31	Strengthening top Executive negotiating skills. A three day seminar. 2-4 May 1984
PR6181/32	Budget Forum. 1986
PR6181/33	Body Language Body Talk. 1986
PR6181/34	Effective presentations. A two day intensive workshop.16-17 May 1984
PR6181/35	Computer Skills Centre. September Courses. 1986
PR6181/36	Edward De Bono Lateral Thinking for Management. 1986
PR6181/37	Career Development. Not Just a Trivial Pursuit ... 1985

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PR6181/38	The Communicator. 198
PR6181/39	Management Training Programme May/June). 1985
PR6181/40	Successful Negotiation for Women. 1985
PR6181/41	Edward De Bono's Letter to Thinkers. c1987
PR6181/42	Finance for Non-Finance Executives. 1985
PR6181/43	Management Excellence. 1985
PR6181/44	Developing Effective Negotiating Skills. 1985
PR6181/45	Members and Management Development Groups Luncheon. 1984
PR6181/46	Strategies for Equal Opportunities for Women ... A Seminar. 1984.
PR6181/47	A Seminar for Women. 1984.
PR6181/48	The Vital Role of the Executive Secretary in Modern Management ... A Seminar. 1984.
PR6181/49	Entrepreneur. c1987.
PR6181/50	Professor Andrew Kakabadse. A One Day Workshop for Managers. 1985.
PR6181/51	The De Bono Return. 1985.
PR6181/52	Managing to Avoid RSI. 1985.
PR6181/53	Introduction to Management. 1985.
PR6181/54	Professional Development for Women. c1987.
PR6181/55	Balancing Our Lives - Women Managers in 1988.
PR6181/57	Australia's First Lady Premier. 1990.
PR6181/58	Marketing to the world. Developing your business opportunities outside WA. Clive Porter breakfast. 12 June 1984.
PR6181/59	59. Increase profits through effective negotiation with Peter Falconer and Michael Hudson. 23-24 July 1984
PR6181/60	New insights into effective marketing and selling of services. 13 June 1984
PR6181/61	Introduction to Personnel Management. A five-day programme. 16-10 July 1984
PR6181/62	Advanced Trainer Workshop. A four day full time workshop. 20-23 October 1986
PR6181/63	Internal Auditing. An introduction to the organisational benefits. Half day course. 11 November 1986
PR6181/64	Intrapreneuring. How to foster innovation and entrepreneur- ship in your company. 12 November 1986
PR6181/65	Information Technology is changing the ground rules of how you do business by Professor James I. Cash Jr. 11 July 1990
PR6181/66	Computer Skills Centre. Course details. No 5 fold-out pamphlet. October-December 1990.
PR6181/67	Computer Skills Centre. Course details. No 2 fold-out pamphlet. April-May 1991.
PR6181/68	The Executive Development Courses. Pamphlet. May, August and November 1994.
PR6181/69	Diagnosing and changing corporate culture. 10-11 November 1986.
PR6181/70	Member Sundowner with Richard Keeves from Internet Business Centre P/L. Include Registration Form. Flyer. 1999.
PR6181/71	Letter addressed to Dr Diana Allen (CEO), Library & Information Service of WA, with reference "Senior Executive Forum 1, Strategy and Leadership". Include biographies of Michael Y Yoshino and Robert A. Burgelman. 3p. Leaflet. 1999.
PR6181/72	Dr De Bono returns to Perth. Observation City Resort Hotel. Flyer. 30 June

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	1993.
PR6181/73	The fourth excellence in management award for women. Information about nominating women. Leaflet. 1993.
PR6181/74	Internet Business Briefings. Fold-out leaflet. 2000
PR6181/75	Women in Leadership. Pamphlet. 2002.
PR6181/76	The Fourth Excellence in Management Award For Women. Leaflet. 1993.
PR6181/77	Dr de Bono returns to Perth. Flyer. 1992.
PR6181/78	“How to get more profit from my liquor business? I’d like to know that.” Liquor retailers certificate of management. Fold-out leaflet. 1997.
PR6181/79	Leading by example. Seminar by Professor Jay Conger, Mark McCrindle, Dr Lynton Hayes, Allan Pease, Professor John Cordery, Glenn Capelli, with Christina Morrisy (MC). Folded brochure. 17 – 18 July 2007.
PR6181/80	The Training Edge. AIM1999. Computer Course. Leaflet. 1999.
PR6181/81	The Training Edge. AIM1999. Popular Courses for May and June. Leaflet. 1999.
PR6181/82	The Sixth Excellence in Management Award for Women. Include nomination form. Folded card. 1997.
PR6181/83	Scholarship for women. Helping develop the potential of people who aspire to lead. Fold-out leaflet. 1999.
PR6181/84	Integral leadership and management development profile. 2p. Undated.
PR6181/85	Consulting & Customised Services. Brochure with pocket containing the following leaflet items: <ul style="list-style-type: none"> <li>• Competitive edge – an introduction to AIM</li> <li>• Health sector – health sector services</li> <li>• Consultant – consultant profile sheet</li> </ul>
PR6181/86	The Training Edge. Your World Class Competitive Edge. Brochure. 1998.
PR6181/87	The training edge. AIM 1999. Certificate IV in Management Practices, Certificate IV in Strategic Marketing Management, Professional Presentations, People Management skills. Leaflet. 1999.
PR6181/88	The Training Edge. Your World Class Competitive Edge. Leaflet. 1999.
PR6181/89	Certificate IV in Project Management. Leaflet. Undated.
PR6181/90	The frontline leader – intensive. Programs. Brochure. 2016
PR6181/91	The 2016 mental wealth series. Programs. Brochure. 2016
PR6181/92	Your program calendar. Folded brochure. May to August 2016
PR6181/93	AIM WA annual leadership summit. Folded brochure. 2017
PR6181/94	Countless opportunities. Program calendar. January to April 2017
PR6181/95	A Good Business Reputation: A matter of ethics. Brochure with an Enrolment form loose inside. July 1991.
PR6181/96	Women at the Top. Fold – out leaflet with an attached Registration Form. Women in Management. Australian Institute of Management Western Australia. Undated.
PR6181/97	You are invited....to share in the bold future of Management in Western Australia. Brochure with information and a Locality Map of the New AIM Headquarters. [1990s?]
PR6181/98	Plan your Digital Road Map. A powerful one-day seminar for anyone trying to make sense of their organisation’s future. Presented by Richard Keeves Digital Strategist and Business Advisor. Fold-out leaflet explore the latest digital trends. Thursday, 15 November 2012.
PR6181/99	Computer Skills Centre. January-March 1989. No. 1 Fold-out pamphlet.

<b>CALL NO.</b>	<b>DESCRIPTION</b>
PR6181/100	Experienced Operator or Beginner ...there is a course for all at Computer Skills Centre. October-November-December 1986. Fold-out pamphlet.
PR6181/101	Back On-line. Computer Skills Centre. September courses 1986
PR6181/102	Information Technology. Ready for Take-Off. Here you are up-front – but can you fly it? Fold-out pamphlet.

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