OO Queensland Centre for Mental Health Learning

Signing up to face-to-face session

1. Once you have located and are 'enrolled' in the course you wish to attend click on the View all sessions tab in the Workshop session to view upcoming training sessions.

Note: If the course you are doing has eLearning and face-to-face components you may have to complete the pre-evaluation and eLearning requirements BEFORE you can book into a face-to-face session date.

	Face-to-face	1 full day	7:00				
	More information about this course is available in the handout: QC2 Suicide Risk Assessment and Management - C						
	Workshop session						
	Please click on the "view all sessions" icon below to sign up to a training session.						
	Attendance is not limited to what is on offer at your Hospital and Health Service. You may enrol in any training listed p travel.						
(QC2 - Workshop View all sessions						
	Certificate of Attenda	nce					

 Scroll down and select the training you wish to attend by clicking on Sign up. Follow the prompts on the screen.

Upcoming sessions							
Date	Time and Time Zone	Location	Positions available	Status	Options		
26 October 2017	8:15 AM - 4:30 PM Australia/Brisbane	Townsville Meeting Rooms 1 & 2, Vincent Campus 59 Cambridge Street, Vincent	6	Booking closed	none		
26 October 2017	8:15 AM - 4:30 PM Australia/Brisbane	Mackay Room G-08, Building 19, CQ University Ooralea Campus, 151 Boundary Road, Mackay	12	Booking closed	none		
31 October 2017	8:15 AM - 4:35 PM Australia/Brisbane	Metro South Conference Rooms 1 & 2, Ground Floor, Garden City Office Park (Building 19) Metro South Health Office, 2404 Logan Road, Eight Mile Plains	8	Booking closed	none		
2 November 2017	8:15 AM - 4:30 PM Australia/Brisbane	West Moreton Dawson House, Conference Room S2.20, The Park-Centre for Mental Health Cnr Ellerton Drive & Court Road, Wacol	17	Booking open	Sign-up		
9 November 2017	8:15 AM - 4:30 PM Australia/Brisbane	Darling Downs Garry Davies Service Centre (Building 35), Training Room 2, Baillie Henderson Hospital Cnr Hogg & Tor Streets, Toowoomba	10	Booking open	Sign-up		

3. If a session is booked out, you can register for a waitlist but will not be able to enrol. Please note our courses have a 2 week cut-off date, which means that 2 weeks prior to the session the 'Sign-up' option will be disabled, and no one will be able to enrol in the session. This is to ensure that we have enough time getting all the resources and other required steps ready for the day.

If you have incorrectly booked into a session, or can no longer attend, you can cancel your enrolment in this panel or through My Bookings . *Please refer to our terms and conditions available on our website: <u>http://www.qcmhl.qld.edu.au</u> for full information about our cancellation policy.*



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