

# WORKPLACE WELLBEING BOOKING FORM

This interactive session provides that time-out that is sometimes needed to reflect on how we really are. It is an opportunity to look at what's needed in the workplace to assist in our wellbeing, and to build on our connections with other members.

Sessions run for four hours.

The session includes:

- Validating the stresses in participant's jobs
- Knowing and acknowledging personal and professional boundaries
- Helping participants understand the complexities of the work they do
- Discussing the importance of debriefing and the key components of an individual self-care plan.

Address of venue (building/room) for the session:

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Suburb:

Postcode:

Preferred date of session(s):

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Please indicate the anticipated number of participants attending:

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## EQUIPMENT

Do you have a data projector for the facilitators use?  Yes  No

Do you have sound connected to the data projector for the facilitators use?  Yes  No

Do you have a screen for the facilitators use?  Yes  No

Is there room to move around in activities?  Yes  No

If there are any issues of concern, we need to be aware of prior to attending?

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## PLEASE PROVIDE YOUR CONTACT DETAILS FOR BOOKING CONFIRMATION

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Contact number: \_\_\_\_\_

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

ABN \_\_\_\_\_

## PAYMENT

To book: Return completed booking form to the Manager of Education Services giving at least one month's notice if possible. \_\_\_\_\_

Program fee: \$700 \_\_\_\_\_

Travel cost: \$0.66 per/km – if a total of more than 40 km return travel distance; this cost applies to both the staff and volunteer speakers, if applicable. \_\_\_\_\_

### Please ask us for a quote.

To be invoiced:  Yes  No \_\_\_\_\_

Total payment enclosed: \$ \_\_\_\_\_

Method of payment:  Credit card  Cheque (made payable to RTSSV) \_\_\_\_\_

Credit card type:  MasterCard  Visa \_\_\_\_\_

Card number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Expiry date: \_\_\_\_\_ / \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Completed forms should be emailed to [chris.harrison@rtssv.org.au](mailto:chris.harrison@rtssv.org.au) and, you will be contacted to confirm a date. Thank you for inviting Road Trauma Support Services Victoria to speak to your organisation.