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PROFESSIONAL  
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INC



# Writing Effective Case Notes

**Are you unsure in how to create ethical, legal and professional accountability considerations when recording your case notes?**

**This Online Workshop will give you the insights on developing these essential skills!**

**This half-day Online Workshop explores the foundations of good practice in case notes and recording in a variety of family work settings. It looks at practice points on what to include in case records for various types of work (individual, group, briefing notes). Discover common pitfalls to avoid. The workshop has a practical focus.**

**REGISTER NOW! PLACES ARE STRICTLY LIMITED TO ENSURE THAT YOU EXPERIENCE A HIGH LEVEL OF ENGAGEMENT AND INTERACTIVITY.**

## Learning Outcomes:

- Identify key features of case records for ethical, legal and professional accountability requirements;
- Identify key content for case records in individual/family work, and for briefing notes, and
- Identify common pitfalls in case records and how to avoid them.

**Facilitated by Carolyn Quinn** – Carolyn has over 30 years' experience in the child, family and community services field in varied roles including delivering consultancy services to government and NGO agencies. She has specialty skills and experience in prevention and early intervention services to support families, child protection and family violence and disability issues. This has included supporting large and small organisations in developing relevant and practical evaluation systems, conducting research, program evaluation, organisational development and review, strategic planning, leadership development and training on a range of topics.

**To participate in this event you must have access to a PC with video capabilities and a reliable internet connection.**

AN INITIATIVE  
FUNDED BY:



Communities  
& Justice



## Date

20 August 2020

## Time

9.30am - 12.30pm

*Session will open 10 minutes before to enable you to test your audio & visual settings.*

## Modality

Online via Zoom

## Facilitator

Carolyn Quinn

## Cost

Members: **\$40.00 + GST**

Non-members: **\$55.00 + GST**

**Use EOFY2020 code to get 50% discount**

## Contact

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## Code

WS2103



Register on our website [www.leadpda.org.au](http://www.leadpda.org.au)

**Register Now!**