Training Calendar July - September 2017

Courses	Duration	Cost	Early bird price	Room	July	August	September
IT COURSES							
Microsoft Word (Basic -Intermediate)	1 Day	$275				28 F	25 P
Microsoft Word (Intermediate - Advanced)	1 Day	$375					4 F; 25 P
Microsoft Excel (Basic -Intermediate)	1 Day	$275			19 F	8 F	19 F; 25 P
Microsoft Excel (Intermediate - Advanced)	1 Day	$375			21 F	9 F	20 F; 25 P
Microsoft Outlook (Basic -Intermediate)	1 Day	$275					25 P
Microsoft Outlook (Intermediate - Advanced)	1 Day	$375				21 F	25 P
IT Empowerment (Day)	2 Weeks	$450					25 P
IT Empowerment (Evening)	2 Weeks	$450					25 P
Short Courses							
MYOB - Data Entry	1 Day	$375			17 O		25 P
MYOB - Basic Payroll	1/2 Day	$275			17 O		25 P
MYOB - End of Month	1/2 Day	$275			17 O		25 P
MYOB x 3 sessions	2 Days	$750					25 P
Leadership Development Program	7Months	$1,475					25 P
Human Resource Management	1 Day	$375					25 P
Conflict Resolution	1 Day	$375					25 P
Time Management	1/2 Day	$375			26 M	7 M	6 M; 25 P
Team Building	6x 1/2 Days	$675					25 P
Communication Strategies	1 Day	$375				28 F	18 F; 25 P
Motivate your Employees	1 Day	$375					25 P
Creative Problem Solving	1 Day	$375					4 F; 25 P
The Effective Supervisor	1 Day	$375					25 P
The inspiring Presenter	1 Day	$375					25 P
Leadership and Influence	1 Day	$375			25 F	25 F	5 F; 25 P
Administrative Support	1 Day	$375					25 P
Team Proposal Writing	1 Day	$375					25 P
Proposal Writing	1/2 Day	$375					25 P
Business Writing	1 Day	$375					25 P
Coaching and Mentoring	1 Day	$375					25 P
Personal Productivity	1 Day	$375				9 F	21 F; 25 P
Workshop Facilitator	1 Day	$375					25 P
Workplace Diversity	1/2 Day	$375				18 F	25 P
Sales Fundamentals	1/2Day	$375			18 M		25 P
Anger Management	1 Day	$375					11 F; 25 P
Business Etiquette	1/2 Day	$375					25 P
Customer Service	1 Day	$375				11 F	1 F; 25 P
Managing Change	1 Day	$375				2 F	22 F; 25 P
Managing Stress (1 Day or 4x1 Hour)	1 Day	$375				1 F; 18 F	15 F; 25 P
Public Speaking	1 Day	$375				10 F	1 F; 25 P
Goal Setting & Vision Boards (1 Day or 4 x 2 Hour)	1 Day	$375					25 P
Introduction to NLP	1 Day	$375					25 P
Social Media for Business	1 day	$375					25 P
Leading with Emotional Intelligence	1 Day	$375			28 F	14 F	19 F; 25 P
Information sessions							
Traineeship Information Session		FREE					

For more information and enrolment forms contact administration on - 02 62309439

*** Funding may be available once eligibility is established**

M Morning course 9.00am - 12.00pm | A Afternoon courses 1.30pm - 5.00pm | E Evening Course 06.00 - 9.00

F Full Day course 9.00am - 5pm | O short sessions at various times | P Public Holidays