Training Calendar January - March 2018

JANUARY

Courses	Duration	Cost	M 1	T 2	W 3	T 4	F 5	M 8	T 9	W 10	T 11	F 12	M 15	T 16	W 17	T 18	F 19	M 22	T 23	W 24	T 25	F 26	M 29	T 30	W 31
IT COURSES			P																			P			
Microsoft Word (Basic -Intermediate)	1 Day	$275	P															F				P			
Microsoft Word (Intermediate - Advanced)	1 Day	$375	P																			P	F		
Microsoft Excel (Basic -Intermediate)	1 Day	$275	P																F			P			
Microsoft Excel (Intermediate - Advanced)	1 Day	$375	P																			P			F
Microsoft Outlook (Basic -Intermediate)	1 Day	$275	P																	F		P			
Microsoft Outlook (Intermediate - Advanced)	1 Day	$375	P																			P			
IT Empowerment (Day)	2 Weeks	$450	P																			P			
IT Empowerment (Evening)	2 Weeks	$550	P																			P			
Certificate II Information Digital Media & Technology	14 weeks	$1,750	P																			P			
Certificate III Information Digital Media & Technology	18 Weeks	$2,550	P																			P			
Certificate IV in IT Support	Traineeship	$3,500	P																			P			
Short Courses			P																			P			
MYOB - Data Entry	1 Day	$375	P																			P			
MYOB - Basic Payroll	1/2 Day	$275	P																			P			
MYOB - End of Month	1/2 Day	$275	P																			P			
MYOB x 3 sessions	2 Days	$750	P																			P			
Leadership Development Program	7Months	$1,475	P																			P			
Human Resource Management	1 Day	$375	P																			P			
Conflict Resolution	1 Day	$375	P																			P			
Time Management	1/2 Day	$375	P																			P			
Team Building	3 Days	$675	P																			P			
Communication Strategies	1 Day	$375	P																			P			
Motivate your Employees	1 Day	$375	P																			P			
Creative Problem Solving	1 Day	$375	P																			P			
The Effective Supervisor	1 Day	$375	P																			P			
The inspiring Presenter	1 Day	$375	P																			P			
Leadership and Influence	1 Day	$375	P																			P			
Administrative Support	1 Day	$375	P																			P			
Team Proposal Writing	1 Day	$375	P																			P			
Proposal Writing	1/2 Day	$375	P																			P			
Business Writing	1 Day	$375	P																			P			
Coaching and Mentoring	1 Day	$375	P																			P			
Personal Productivity	1 Day	$375	P																			P			
Workshop Facilitator	1 Day	$375	P																			P			
Workplace Diversity	1 Day	$375	P																			P			
Sales Fundamentals	1/2Day	$375	P																			P			
Anger Management	1 Day	$375	P																			P			
Business Etiquette	1 Day	$375	P																			P			
Customer Service	1 Day	$375	P																			P			
Managing Change	1 Day	$375	P																			P			
Managing Stress	1 Day	$375	P																			P			
Public Speaking	1 Day	$375	P																			P			
Goal Setting & Vision Boards	1 Day	$375	P																			P			
Introduction to NLP	1 Day	$375	P																		F	P			
Social Media for Business	1 Day	$375	P																			P			
Selection Criteria for the ACTPS workshop	2 Days	$455	P																			P			
Leading with Emotional Intelligence	1 Day	$375	P																			P			

FEBRUARY

Courses	T 1	F 2	M 5	T 6	W 7	T 8	F 9	M 12	T 13	W 14	T 15	F 16	M 19	T 20	W 21	T 22	F 23	M 26	T 27	W 28
IT COURSES																				
Microsoft Word (Basic -Intermediate)																		F		
Microsoft Word (Intermediate - Advanced)																				F
Microsoft Excel (Basic -Intermediate)													F							
Microsoft Excel (Intermediate - Advanced)															F					
Microsoft Outlook (Basic -Intermediate)																				
Microsoft Outlook (Intermediate - Advanced)																				
IT Empowerment (Day)																				
IT Empowerment (Evening)																				
Certificate II Information Digital Media & Technology																				
Certificate III Information Digital Media & Technology																				
Certificate IV in IT Support																				
Short Courses																				
MYOB - Data Entry																				
MYOB - Basic Payroll																				
MYOB - End of Month																				
MYOB x 3 sessions																				
Leadership Development Program																				
Human Resource Management																				
Conflict Resolution																				
Time Management			M																	
Team Building																				
Communication Strategies																				
Motivate your Employees																				
Creative Problem Solving																				
The Effective Supervisor																				
The inspiring Presenter																				
Leadership and Influence			F													F				
Administrative Support																				
Team Proposal Writing																				
Proposal Writing																				
Business Writing																				
Coaching and Mentoring																				
Personal Productivity																				
Workshop Facilitator																				
Workplace Diversity																				
Sales Fundamentals											M									
Anger Management																				
Business Etiquette																				
Customer Service																				
Managing Change								F												
Managing Stress						F														
Public Speaking																				
Goal Setting & Vision Boards																				
Introduction to NLP																				
Social Media for Business					F															
Selection Criteria for the ACTPS workshop										F	F									
Leading with Emotional Intelligence																				

MARCH

Courses	T 1	F 2	M 5	T 6	W 7	T 8	F 9	M 12	T 13	W 14	T 15	F 16	M 19	T 20	W 21	T 22	F 23	M 26	T 27	W 28	T 29	F 30
IT COURSES								P														
Microsoft Word (Basic -Intermediate)								P														
Microsoft Word (Intermediate - Advanced)								P														
Microsoft Excel (Basic -Intermediate)								P					F									
Microsoft Excel (Intermediate - Advanced)								P													F	
Microsoft Outlook (Basic -Intermediate)								P														
Microsoft Outlook (Intermediate - Advanced)								P														
IT Empowerment (Day)								P														
IT Empowerment (Evening)								P														
Certificate II Information Digital Media & Technology								P														
Certificate III Information Digital Media & Technology								P														
Certificate IV in IT Support								P														
Short Courses								P														
MYOB - Data Entry								P														
MYOB - Basic Payroll								P														
MYOB - End of Month								P														
MYOB x 3 sessions								P						F	F							
Leadership Development Program								P														
Human Resource Management					F			P														
Conflict Resolution								P														
Time Management			M					P														
Team Building								P														
Communication Strategies								P														
Motivate your Employees								P														
Creative Problem Solving								P														
The Effective Supervisor								P		F												
The inspiring Presenter								P														
Leadership and Influence								P														
Administrative Support								P														
Team Proposal Writing								P														
Proposal Writing								P														
Business Writing								P														
Coaching and Mentoring								P														
Personal Productivity								P														
Workshop Facilitator								P														
Workplace Diversity								P														
Sales Fundamentals								P														
Anger Management								P			F											
Business Etiquette								P														
Customer Service								P														
Managing Change	F							P														
Managing Stress								P														
Public Speaking								P							F							
Goal Setting & Vision Boards								P														
Introduction to NLP								P	F													
Social Media for Business								P														
Selection Criteria for the ACTPS workshop								P														
Leading with Emotional Intelligence								P														

For more information and enrolment forms contact administration on - 02

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

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

F Full Day course 9.00am - 4pm | O short sessions at various times | P Public Holidays