

January – December 2009

Course Name	Days	Cost	January	February	March	April	May	June	July	August	September	October	November	December
Effective Communication Skills	1	\$550		5	27		7	11	9	13	9	13	24	
Effective Presentations	1	\$550	28	17	11	1	6	12	14	14	17	16	13	3
Fundamentals of Leadership	2	\$1,100	29,30		2,3	16,17		3,4	23,24		7,8	22,23		1,2
Power Negotiating	1	\$550	21	19	20	23	21	19	22	21	18	21	6	17
Time Management	1	\$550	22	18	9	14	8	18	17	19	14	1	2	10
Business Writing Skills	1	\$550	27	16	10	9	13	10	13	12	23	7	18	9
Advanced Leadership / High Performance Teams	2	\$1,100			12 & 13			24,25		6,7			11,12	
Advanced Office Professional Skills	2	\$1,100		5,6			4,5			24,25			9,10	
How to Handle Difficult People / Conflict resolution	1	\$550		18		3		3		20		12		15
Introduction to Project Management	1	\$550		20					2			14		
Leading with Emotional Intelligence	1	\$550		23		15		26		20		19		14
Influencing Skills	1	\$550		27		29			10			2		
Creative Thinking using LEGO® Serious Play™	1	\$750					20				10			
Customer Service	1	\$550				20			15			9		
Finance for Non Financial Managers	2	\$1,100			5,6			1,2			21,22		19,20	
Certificate IV in Training & Workplace Assessment (TAA40104) - Full programme fee is \$4,000														
Module 1 - Environment ENV401A, ENV402A, ENV403A, ENV404A	3	\$1,550		2,3,4		1,2,3			6,7,		1,2,		2,3	
Module 2 - Design DES401A, DES402A	2	\$1,100		24,25		27,28			8,9		3,4		4,5	
Module 3 - Delivery DEL401A, DEL402A, DEL403A, DEL404A	2	\$1,100			16,17		14,15			25,26		27,28		7,8
Module 4 - Assessment ASS401A, ASS402A, ASS403A, ASS404A	3	\$1,550				6,7,8		15,16,17		27,28		29,30		9,10
Certificate IV in Training & Workplace Assessment (TAA40104) - Full programme fee is \$4,000 available on request														
Upgrade - Please contact us 1300 768 550	3	\$2,050												
Certificate IV in Frontline Management (BSB40807)														
		Full Programme fee is \$4000												
Session 1 & 2	2			12, 13			25,26			17,18		5, 6		
Session 3 & 4	2				18,19			22,23			24,25		10, 11	
Session 5 & 6	2					21,22			29,30			26,27		10,11
Certificate IV in Frontline Management (BSB40807) Parramatta Location														
		Full Programme fee is \$4000												
Sessions 1 -6									27	24	28	26	23 & 24	
Certificate IV in Business Sales (BSB40607)														
		Full Programme fee is \$4000												
Session 1 & 2	2			25 & 26				24, 25		4, 5				
Session 3 & 4	2					18 & 19			23, 24		10, 11			
Session 5 & 6	2							29 & 30		24, 25		8, 9		
Certificate IV in Customer Contact (BSB40307)														
		Full Programme fee is \$4000												
Session 1 & 2	2								21, 22					
Session 3 & 4	2									20, 21				
Session 5 & 6	2										22, 23			
Certificate IV in Business Administration (BSB40507)														
		Full Programme fee is \$4000												
Session 1 & 2	2								16, 17		14, 15			
Session 3 & 4	2									13, 14		15, 16		
Session 5 & 6	2										17, 18		18, 19	
Certificate IV in Human Resources (BSB41007)														
		Full Programme fee is \$4000												
Session 1 & 2	2									10, 11				
Session 3 & 4	2										7, 8			
Session 5 & 6	2											7, 8		