

January – December 2010

Short Courses	Days	Cost	January	February	March	April	May	June	July	August	September	October	November	December
Effective Communication Skills	1	\$550		4	26		6	10	8	12	8	12	23	
Effective Presentations	1	\$550	27	11	1	9	5	11	13	13	16	15	12	3
Fundamentals of Leadership	2	\$1,100	28 & 29		1 & 2	15 & 16		2 & 3	22 & 23		6 & 7	21 & 22		1 & 2
Power Negotiating	1	\$550	20	18	19	22	20	18	21	20	17	20	5	16
Time Management	1	\$550	21	17	8	12	7	17	16	18	13	1	1	9
Business Writing Skills	1	\$550	22	15	9	8	4	9	12	11	24	19	17	8
Advanced Leadership / High Performance Teams	2	\$1,100			16 & 17			23 & 24		5 & 6			10 & 11	
How to Handle Difficult People / Conflict resolution	1	\$550		10		1		2		19		11		14
Introduction to Project Management	1	\$550		19					1			13		
Leading with Emotional Intelligence	1	\$550		22		23		25		19		18		13
Influencing Skills	1	\$550		26			19		9			1		
Creative Thinking using LEGO® Serious Play™	1	\$750									9			
Customer Service	1	\$550				19			14					
Finance for Non Financial Managers	2	\$1,100			4 & 5			7 & 8			29 & 30		18 & 19	
Nationally Accredited Courses			January	February	March	April	May	June	July	August	September	October	November	December
Certificate IV in Training & Workplace Assessment (TAA40104) - Full programme fee is \$2500														
Module 1 - Environment ENV401A, ENV402A, ENV403A, ENV404A	2			2 & 3		13 & 14		28 & 29		23 & 24		5 & 6		
Module 2 - Design DES401A, DES402A	2			4 & 5		15 & 16		30	1	25 & 26		7 & 8		
Module 3 - Delivery DEL401A, DEL402A, DEL403A, DEL404A	2				22 & 23		10 & 11		26 & 27		20 & 21		23 & 24	
Module 4 - Assessment ASS401A, ASS402A, ASS403A, ASS404A	2				24 & 25		12 & 13		28 & 29		22 & 23		25 & 26	
Certificate IV in Frontline Management (BSB40807)														
				Full Programme fee is \$4000										
Session 1 & 2	2			2 & 3			25 & 26			16 & 17				
Session 3 & 4	2				3 & 4			21 & 22			27 & 28			
Session 5 & 6	2					19 & 20			19 & 20			13 & 14		
Certificate IV in Business Sales (BSB40607)														
				Full Programme fee is \$4000										
Session 1 & 2	2				18 & 19						1 & 2			
Session 3 & 4	2					28 & 29						25 & 26		
Session 5 & 6	2						27 & 28						15 & 16	
Certificate IV in Customer Contact (BSB40307)														
				Full Programme fee is \$4000										
Session 1 & 2	2				29 & 30				6 & 7					
Session 3 & 4	2						3 & 4			9 & 10				
Session 5 & 6	2							16 & 17			6 & 7			
Certificate IV in Business Administration (BSB40507)														
				Please Contact us on 1300 768 550										
Certificate IV in Human Resources (BSB41007)														
				Please Contact us on 1330 768 550										