

	Course	Duration	\$	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Management Development	Enhance Your Leadership Skills	1 day	520					8						
	Moving Into Management	2 days	1030		16-17						17-18			
	The Course for Team Leaders	4 days	1695	17-18&2-3			11-12&25-26			3-4&17-18			5-6&19-20	
	Advanced Team Leaders Course	4 days	1695								31-1&14-15			
	The Final Step - The 9 Step Management Programme	4 days	1695											
	Achieving Higher Productivity With Your Staff	1 day	520					23						
	Enhancing Team Dynamics & Ownership	1 day	520					22						
	Essentials of Effective Project Management	1 day	520		4									
	Giving Constructive Feedback	half day	295			1(am)								
	How to Delegate & Task Allocate	1 day	520		30									
	How to Find "Time" to Manage	1 day	520							22				
	How to Manage Behaviours & Attitudes	1 day	520		18							2		
	How to Use the Tools of a Performance Mgt Process Effectively	1 day	520										22	
	How Your Leadership Can Affect the Motivation of Your Staff	1 day	520				2							
	Improve Profit & Productivity Through Serious Performance Mgt	1 day	520											
	Improve Your Organisational Skills	half day	295				1(pm)							
	Leadership Skills vs Management Skills	1 day	520										19	
	Maintaining Disciplines with Colleagues	half day	295						9(am)					
	Making KPI's Measureable, Relevant & user Friendly	1 day	520								19			
	Managing Change in the Workplace	half day	295								6(pm)			
	Managing Staff in a Professional Environment	2 days	1030											
	Mentoring in The Workplace	1 day	520											
	Performance Management & Review Interviews	half day	295	20(am)										
Staff Selection & Recruitment	1 day	520												
The D.O.P.E Test for Leaders - What's MyFit?	half day	295								6(am)				
Teambuilding - A Formula That Works	half day	295		31(pm)										
Legislation	Employment Related Legislation	1 day	520											
	Hazard Identification & Risk Assessment	half day	295			21(am)								
	Performance Problems & Disciplinary Procedures	half day	295	20(pm)										
	Working With Unions in Those Difficult Situations	1 day	520											
Business Development	All About Building Client Relationships	half day	295					22(pm)						
	All About Engaging Our Customers	half day	295				26(am)			18(am)				
	All About Telephone Techniques for Courtesy & Service	half day	295					22(am)						
	How to Identify Those Hidden Costs	1 day	520						6					
	How to Write Up & Control SOP's	1 day	520						20					
	Improve Performance Through Service Level Agreements	1 day	520											
	Quality Assurance - A Shared Responsibility	1 day	520			22								
	Root Cause Analysis for Effective Problem Solving	1 day	520				27							
	Sales - An Everyday Process	half day	295				26(pm)			18(pm)				
	Sales With a Twist	half day	295							5(am)				
	Strategic Planning	In-Company												
Personal Development	Triple 'A' - Analyse • Adapt • Adopt	1 day	520		5						3			
	Assertiveness Skills	half day	295											
	Body Language - Facts & Myths	half day	295			21(pm)								
	Dealing With Difficult People & Other Personalities	1 day	520	19								16		
	Dealing with Irrate & Frustrated Customers/Clients	1 day	520						10					
	Effective Business Report Writing	1 day	520											
	Essential Skills for PA's & Secretaries	1 day	520								19			
	Event Management	half day	295								5(pm)			
	Governance - An Introduction	In-Company												
	How to Handle Differences in Other People	1 day	520											
	How to Reduce Conflict	1 day	520						21					
	Interpersonal Communication Skills	1 day	520				13						18	
	Leadership of Effective Meetings	half day	295											
	Making the Most of Your Time	1 day	520				25			17				
	Polished Presentation Skills	1 day	520											
	Polishing Your Skills - for Office & Administration Staff	1 day	520				27							
	Positive Negotiations	half day	295											
	Power Reading	1 day	520						24					
	Prevention & Management of Workplace Violence	half day	295						9(pm)					
	Recognising & Coping With Stress	half day	295				14(am)							2(am)
	Sun Tzu - "The Art of War" Interpretation & Application in Business	1 day	520								20			
	Teaching Work Skills - How to Train Your Staff Effectively	1 day	520		19								20	
	The D.O.P.E Test for Individuals & Teams - What's MyFit?	half day	295		31(am)									
The Outstanding Receptionist/ Telephonist	half day	295												
Think Fast, Speak Well	1 day	520						22				5		
Training The Trainer	2 days	1030						4-5						
Transactional Analysis - A Tool to Improve Workplace Relations	half day	295				14(pm)								
Write To Be Read	1 day	520						23				6		

Starting dates and investments may be subject to change

Courses with no dates listed are available on request or in-company or through one on one coaching

All prices exclude GST

