

2020 Course Planner - Otago

	Course	Duration	\$	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Management Development	Enhance Your Leadership Skills	1 day	495							12				
	Moving Into Management	2 days	970				7-8				7-8			
	The Course for Team Leaders	4 days	1695	12-13&26-27				15-16&29-30					9-10&23-24	
	Advanced Team Leaders Course	4 days	1695							27-28&10-11				
	The Final Step - The 9 Step Management Programme	4 days	1695											
	Achieving Higher Productivity With Your Staff	1 day	495							26				
	Enhancing Team Dynamics & Ownership	1 day	495						2					
	Essentials of Effective Project Management	1 day	495				6							
	Giving Constructive Feedback	half day	290	25(am)										
	How to Delegate & Task Allocate	1 day	495			8								
	How to Find "Time" to Manage	1 day	495									23		
	How to Manage Behaviours & Attitudes	1 day	495			6						21		
	How to Use the Tools of a Performance Mgt Process Effectively	1 day	495										6	
	How Your Leadership Can Affect the Motivation of Your Staff	1 day	495		25									
	Improve Profit & Productivity Through Serious Performance Mgt	1 day	495											
	Improve Your Organisational Skills	half day	290	25(pm)										
	Leadership Skills vs Management Skills	1 day	495										14	
	Maintaining Disciplines with Colleagues	half day	290						5(am)					
	Making KPI's Measureable, Relevant & user Friendly	1 day	495							14				
	Managing Change in the Workplace	half day	290								27(am)			
	Managing Staff in a Professional Environment	2 days	970											
	Mentoring in The Workplace	1 day	495											
	Performance Management & Review Interviews	half day	290		24(am)									
Staff Selection & Recruitment	1 day	495												
The D.O.P.E Test for Leaders - What's MyFit?	half day	290									24(am)			
Teambuilding - A Formula That Works	half day	290								27(pm)				
Legislation	Employment Related Legislation	1 day	495											
	Hazard Identification & Risk Assessment	half day	290						31(am)					
	Performance Problems & Disciplinary Procedures	half day	290		24(pm)									
	Working With Unions in Those Difficult Situations	1 day	495											
Business Development	All About Building Client Relationships	half day	290				13(pm)							
	All About Engaging Our Customers	half day	290		18(am)					5(am)				
	All About Telephone Techniques for Courtesy & Service	half day	290				13(am)							
	How to Identify Those Hidden Costs	1 day	495						13					
	How to Write Up & Control SOP's	1 day	495						3					
	Improve Performance Through Service Level Agreements	1 day	495											
	Quality Assurance - A Shared Responsibility	1 day	495			9								
	Root Cause Analysis for Effective Problem Solving	1 day	495				21							
	Sales - An Everyday Process	half day	290		18(pm)					5(pm)				
	Sales With a Twist	half day	290					4(pm)						
Strategic Planning	In-Company													
Triple 'A' - Analyse • Adapt • Adopt	1 day	495	11								10			
Personal Development	Assertiveness Skills	half day	290											
	Body Language - Facts & Myths	half day	290						31(pm)					
	Dealing With Difficult People & Other Personalities	1 day	495		9							15		
	Dealing with Irrate & Frustrated Customers/Clients	1 day	495						15					
	Effective Business Report Writing	1 day	495											
	Essential Skills for PA's & Secretaries	1 day	495								15			
	Event Management	half day	290							14(am)				
	Governance - An Introduction	In-Company												
	How to Handle Differences in Other People	1 day	495											
	How to Reduce Conflict	1 day	495							13				
	Interpersonal Communication Skills	1 day	495						18				11	
	Leadership of Effective Meetings	half day	290											
	Making the Most of Your Time	1 day	495			17				4				
	Polished Presentation Skills	1 day	495											
	Polishing Your Skills - for Office & Administration Staff	1 day	495					12						
	Positive Negotiations	half day	290											
	Power Reading	1 day	495									16		
	Prevention & Management of Workplace Violence	half day	290						5(pm)					
	Recognising & Coping With Stress	half day	290						4(am)					26(am)
	Sun Tzu - "The Art of War" Interpretation & Application in Business	1 day	495										7	
	Teaching Work Skills - How to Train Your Staff Effectively	1 day	495			12						9		
	The D.O.P.E Test for Individuals & Teams - What's MyFit?	half day	290			13(am)								
	The Outstanding Receptionist/ Telephonist	half day	290			3(am)								
	Think Fast, Speak Well	1 day	495					20				14		
	Training The Trainer	2 days	970					18-19						
	Transactional Analysis - A Tool to Improve Workplace Relations	half day	290			30(am)								
	Write To Be Read	1 day	495					21				15		

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

