

Course	Duration	\$	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Nov
Management Development	Enhance Your Leadership Skills	1 day	495						24				
	Moving Into Management	2 days	970					29-30					
	The Course for Team Leaders	4 days	1695			4-5&18-19							
	Advanced Team Leaders Course	4 days	1695										
	The Final Step - The 9 Step Management Programme	4 days	1695										
	Achieving Higher Productivity With Your Staff	1 day	495							11			
	Enhancing Team Dynamics & Ownership	1 day	495		29								
	Essentials of Effective Project Management	1 day	495										
	Giving Constructive Feedback	half day	290					16(am)					
	How to Delegate & Task Allocate	1 day	495	26									
	How to Find "Time" to Manage	1 day	495								22		
	How to Manage Behaviours & Attitudes	1 day	495		7								
	How to Use the Tools of a Performance Mgt Process Effectively	1 day	495										
	How Your Leadership Can Affect the Motivation of Your Staff	1 day	495	11									
	Improve Profit & Productivity Through Serious Performance Mgt	1 day	495										
	Improve Your Organisational Skills	half day	290					16(pm)					
	Leadership Skills vs Management Skills	1 day	495								12		
	Maintaining Disciplines with Colleagues	half day	290					3(am)					
	Making KPI's Measureable, Relevant & user Friendly	1 day	495										
	Managing Change in the Workplace	half day	290										
	Managing Staff in a Professional Environment	2 days	970										
	Mentoring in The Workplace	1 day	495										
	Performance Management & Review Interviews	half day	290										
	Staff Selection & Recruitment	1 day	495										
	The D.O.P.E Test for Leaders - What's MyFit?	half day	290							25(am)			
	Teambuilding - A Formula That Works	half day	290					2(am)					
Legislation	Employment Related Legislation	1 day	495										
	Hazard Identification & Risk Assessment	half day	290										
	Performance Problems & Disciplinary Procedures	half day	290										
	Working With Unions in Those Difficult Situations	1 day	495										
Business Development	All About Building Client Relationships	half day	290										
	All About Engaging Our Customers	half day	290				19(am)						
	All About Telephone Techniques for Courtesy & Service	half day	290		11(am)								
	How to Identify Those Hidden Costs	1 day	495										
	How to Write Up & Control SOP's	1 day	495										
	Improve Performance Through Service Level Agreements	1 day	495										
	Quality Assurance - A Shared Responsibility	1 day	495					19					
	Root Cause Analysis for Effective Problem Solving	1 day	495					22					
	Sales - An Everyday Process	half day	290				19(pm)						
	Sales With a Twist	half day	290										
	Strategic Planning	In-Company											
	Triple 'A' - Analyse • Adapt • Adopt	1 day	495	24				17					
Personal Development	Assertiveness Skills	half day	290										
	Body Language - Facts & Myths	half day	290										
	Dealing With Difficult People & Other Personalities	1 day	495		10						13		
	Dealing with Irrate & Frustrated Customers/Clients	1 day	495					1					
	Effective Business Report Writing	1 day	495										
	Essential Skills for PA's & Secretaries	1 day	495					29					
	Event Management	half day	290										
	Governance - An Introduction	In-Company											
	How to Handle Differences in Other People	1 day	495										
	How to Reduce Conflict	1 day	495						25				
	Interpersonal Communication Skills	1 day	495					17					
	Leadership of Effective Meetings	half day	290										
	Making the Most of Your Time	1 day	495				18						
	Polished Presentation Skills	1 day	495										
	Polishing Your Skills - for Office & Administration Staff	1 day	495		10								
	Positive Negotiations	half day	290										
	Power Reading	1 day	495							21			
	Prevention & Management of Workplace Violence	half day	290					3(pm)					
	Recognising & Coping With Stress	half day	290					2(pm)					
	Sun Tzu - "The Art of War" Interpretation & Application in Business	1 day	495		30							25(am)	
	Teaching Work Skills - How to Train Your Staff Effectively	1 day	495			20							
	The D.O.P.E Test for Individuals & Teams - What's MyFit?	half day	290		27(am)								
	The Outstanding Receptionist/ Telephonist	half day	290										
	Think Fast, Speak Well	1 day	495						19				
	Training The Trainer	2 days	970										
NEW	Transactional Analysis - A Tool to Improve Workplace Relations	half day	290										
	Write To Be Read	1 day	495						20				

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

