

2022 Course Planner - Otago

	Course	Duration	\$	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Management	Enhance Your Leadership Skills	1 day	520							10				
Development	Moving Into Management	2 days	1030				5-6				19-20			
	The Course for Team Leaders	4 days	1795	21-22&7-8				13-14&27-28					7-8&21-22	
	Advanced Team Leaders Course	4 days	1795							8-9&22-23				
	A Manager's Road Map - Make Tomorrow's Vision Your Reality	4 days	1795											
	Achieving Higher Productivity Through Effective Leadership	1 day	520						13					
	Enhancing Team Dynamics & Ownership	1 day	520			26								
	Essentials of Effective Project Management	1 day	520				30							
	Giving Constructive Feedback On the Run	half day	305				4(am)							
	How to Delegate Or Task Allocate	1 day	520				19							
	How to Find "Time" to Manage	1 day	520								6			
	How to Manage Behaviours & Attitudes	1 day	520			12					22			
	How to Use the Tools of a Performance Mgt Process Effectively	1 day	520									4		
	How Your Leadership Can Affect the Motivation of Your Staff	1 day	520		29									
	Improve Profit & Productivity Through Serious Performance Mgt	1 day	520											
	Improve Your Organisational Skills	half day	305				4(pm)							
	Introducing Change Effectively for a Smooth Transition	half day	305						25(am)					
	Leadership Skills vs Management Skills	1 day	520									10		
	Maintaining Disciplines with Colleagues	half day	305							26(pm)				
	Making KPI's Measureable, Relevant & User Friendly	1 day	520						12					
	Managing Staff in a Professional Environment	2 days	1030											
	Mentoring in The Workplace	1 day	520											
	Performance Development & Review Interviews	half day	305	24(am)										
	Reducing the Risk in Seleccioning the Right People for Promotion	half day	305	10										
	Staff Selection & Recruitment	1 day	520											
	Teambuilding - A Formula That Works	half day	305						25(pm)					
	The D.O.P.E Test for Leaders - What's MyFit?	half day	305								8(am)			
Legislation	Employment Related Legislation	1 day	520											
	Performance Problems & Disciplinary Procedures	half day	305	24(pm)										
Business	Building Client Relationships	half day	305						19(am)					
Development	Engaging Our Customers	half day	305		7(am)					9(am)				
	How to Identify Those Hidden Costs	1 day	520			28								
	How to Write Up & Control SOP's	1 day	520		17									
	Improve Performance Through Service Level Agreements	1 day	520											
	Quality Assurance - A Shared Responsibility	1 day	520							12				
	Root Cause Analysis for Effective Problem Solving	1 day	520					17						
	Sales - An Everyday Process	half day	305		7(pm)					9(pm)				
	Sales With a Twist	half day	305											
	Strategic Planning	In-Company												
	Telephone Sales - An Everyday Process	half day	305					8(am)						
	Telephone Techniques for Courtesy & Service	half day	305											
	Triple 'A' - Analyse • Adapt • Adopt	1 day	520	25					28			28		
Personal	Assertiveness Skills	half day	305					13(am)						
Development	Body Language - Facts & Myths	half day	305											
	Dealing With Difficult People & Other Personalities	1 day	520		14							13		
	Dealing with Irrate & Frustrated Customers/Clients	1 day	520				18							
	Developing Your Resilience Skills	half day	305		18(am)				11(am)			14(am)		
	Essential Skills for Personal & Executive Assistants	1 day	520							2				
	Event Management	half day	305						12(am)					
	Governance - An Introduction	In-Company												
	How to Handle Differences in Other People	1 day	520											
	How to Reduce Conflict	1 day	520							11				
	How Unconscious Bias Can Impact on Workplace Diversity	half day	305			11(am)								
	Interpersonal Communication Skills	1 day	520					16						9
	Making the Most of Your Time	1 day	520			8				10				
	Making Those Meetings Effective	half day	305		24(am)									
	Polishing Your Skills - for Office & Administration Staff	1 day	520				5							
	Positive Negotiations	half day	305											
	Power Reading	1 day	520								22			
	Prevention & Management of Workplace Bullying	half day	305							26(am)				
	Recognising & Coping With Stress	half day	305		18(pm)				11(pm)			14(pm)		
	Sun Tzu - "The Art of War" Interpretation & Application in Business	1 day	520								5			
	Teaching Work Skills - Learn How to Train Your Staff Effectively	1 day	520	23				2				27		
	The D.O.P.E Test for Individuals & Teams - What's MyFit?	half day	305		10(am)									
	The Outstanding Reception / Telephonist	half day	305				30(am)							
	Think Fast, Speak Well	1 day	520				9				20			
	Training The Trainer	2 days	1030				11-12							
	Transactional Analysis - A Tool to Improve Workplace Relations	half day	305		10(pm)						8(pm)			
	Write To Be Read	1 day	520				10				21			
NEW	Working With Diverse Cultures	half day	305	11(am)				3(am)			9(am)			

Starting dates may be subject to change
All courses are available on request in-company

All prices exclude GST

