

2024 Course Planner - Canterbury

	Course	Duration	\$	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Management Development	Enhance Your Leadership Skills	1 day	560					10						
	Moving Into Management	2 days	1090		18-19						12-13			
	The Course for Team Leaders	4 days	1895	12-13&26-27			6-7&20-21			29-30&12-13			7-8&21-22	
	Advanced Team Leaders Course	4 days	1895							26-27&9-10				
	A Manager's Road Map - Make Tomorrow's Vision Your Reality	4 days	1895											
	Achieving Higher Productivity Through Effective Leadership	1 day	560						16					
	Enhancing Team Dynamics & Ownership	1 day	560					14						
	Essentials of Effective Project Management	1 day	560				9							
	Giving Constructive Feedback On the Run	half day	340				23(am)							
	How to Delegate Or Task Allocate	1 day	560			9								
	How to Find "Time" to Manage	1 day	560					11						
	How to Manage Behaviours & Attitudes	1 day	560		20					28				
	How to Use the Tools of a Performance Mgt Process Effectively	1 day	560									24		
	How Your Leadership Can Affect the Motivation of Your Staff	1 day	560			8								
	Improve Profit & Productivity Through Serious Performance Mgt	1 day	560											
	Improve Your Organisational Skills	half day	340				23(pm)							
	Introducing Change Effectively for a Smooth Transition	half day	340			4(am)								
	Leadership Skills vs Management Skills	1 day	560									21		
	Making KPI's Measureable, Relevant & User Friendly	1 day	560			23								
	Managing Staff in a Professional Environment	2 days	1090											
	Mentoring in The Workplace	1 day	560											
	Performance Development & Review Interviews	half day	340	28(am)										
	Reducing the Risk in Selecting the Right People for Promotion	half day	340											
	Staff Selection & Recruitment	1 day	560											
	Teambuilding - A Formula That Works	half day	340			4(pm)								
	The D.O.P.E Test for Leaders - What's MyFit?	half day	340								27(am)			
Legislation	Employment Related Legislation	1 day	560											
	Performance Problems & Disciplinary Procedures	half day	340	28(pm)										
Business Development	Building Client Relationships	half day	340						30(pm)					
	Engaging Our Customers	half day	340				8(am)			13(am)				
	How to Identify Those Hidden Costs	1 day	560			11								
	How to Write Up & Control SOP's	1 day	560					12						
	Improve Performance Through Service Level Agreements	1 day	560						15					
	Quality Assurance - A Shared Responsibility	1 day	560							16				
	Root Cause Analysis for Effective Problem Solving	1 day	560						19					
	Sales - An Everyday Process	half day	340				8(pm)			13(pm)				
	Sales With a Twist	half day	340									10(am)		
	Strategic Planning	In-Company												
	Telephone Sales - An Everyday Process	half day	340					10(pm)						
	Telephone Techniques for Courtesy & Service	half day	340											
	Triple 'A' - Analyse • Adapt • Adopt	1 day	560	16				13			26			
Personal Development	Assertiveness Skills	half day	340						30(am)					
	Body Language - Facts & Myths	half day	340			12(am)								
	Dealing With Difficult People & Other Personalities	1 day	560	14							11			
	Dealing with Irate & Frustrated Customers/Clients	1 day	560				22							
	Developing Your Resilience Skills	half day	340		21(pm)			25(pm)				9(am)		
	Embracing Workplace Diversity	half day	340		21(am)			25(am)				8(am)		
	Essential Skills for Personal & Executive Assistants	1 day	560						29					
	Event Management	half day	340	29(am)										
	How to Handle Differences in Other People	1 day	560											
	How to Reduce Conflict	1 day	560						31					
	How Unconscious Bias Can Impact on Workplace Diversity	half day	340											
	Interpersonal Communication Skills	1 day	560				8						20	
	Making the Most of Your Time	1 day	560				6			12				
	Making Those Meetings Effective	half day	340					10(am)						
	Polishing Your Skills - for Office & Administration Staff	1 day	560	26			7							
	Positive Negotiations	half day	340											
	Power Reading	1 day	560				16							
	Recognising & Coping With Stress	half day	340									9(pm)		
	Sun Tzu - "The Art of War" Interpretation & Application in Business	1 day	560							15				
	The D.O.P.E Test for Individuals & Teams - What's MyFit?	half day	340				24(am)							
	The Outstanding Reception / Telephonist	half day	340						31(am)					
	Think Fast, Speak Well	1 day	560				14				2			
	Training The Trainer - Teaching Work Skills	1 day	560	15						1		22		
	Transactional Analysis - A Tool to Improve Workplace Relations	half day	340				24(pm)				27(pm)			
	Write To Be Read	1 day	560				15				3			

Starting dates and investments may be subject to change

All prices exclude GST

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

