

Programme	Jul	Aug	Sep	Oct	Nov	Dec	Cost
Personal Skills							
• Administrative Support		7 th			6 th		\$600
• Anger Management	17 th				20 th		\$600
• Job Search Skills	24 th					4 th	\$600
• Customer Service		19 th	16 th	21 st	18 th		\$600
• Emotional Intelligence	15 th		18 th	23 rd		11 th	\$600
• Giving Effective Feedback	1 st	10 th		28 th	4 th		\$600
• Personal Productivity	24 th	26 th	25 th		23 rd	7 th	\$600
• Presentation Skills		24 th	23 rd	19 th		18 th	\$600
• Public Speaking	8 th	17 th	14 th	5 th	9 th		\$600
• Stress Management		21 st	21 st		16 th	14 th	\$600
• Time Management	6 th		4 th	9 th		2 nd	\$600
Management Skills							
• Change Management				14 th			\$600
• Coaching and Mentoring				12 th			\$600
• Conducting Effective Performance Reviews				26 th			\$1200
• Conference and Event Management	3 rd				18 th		\$600
• Conflict Resolution	10 th				25 th		\$600
• Delegation	27 th				27 th		\$600
• Effective Planning and Scheduling	8 th				30 th		\$1200
• Hiring for Success		7 th			11 th		\$600
• Human Resource Management		21 st					\$1200
• Introduction to NLP			18 th				\$600
• Leadership and Influence	17 th			23 rd			\$600
• Lean Six Sigma						4 th	\$600
• Managing Pressure and Maintaining Balance				21 st			\$600
• Negotiation Skills	13 th	14 th	4 th	7 th	2 nd		\$600
• Professional Communication	21 st	21 st		5 th	9 th		\$600
• Proposal Writing	22 nd				6 th		\$600
• Sales Fundamentals	6 th	5 th	2 nd	9 th		11 th	\$600
• Supervising Others	29 th	28 th	30 th	30 th		9 th	\$600
• Teamwork and Building Better Teams			9 th				\$600
• Understanding Budgets and Finance			25 th				\$1200
• Workplace Diversity	20 th				20 th		\$600

All courses are held in Sydney CBD.

Courses costing \$1200 are held over two days.