

Open Program Calendar – Brisbane and Gold Coast

January to December 2010

Business Communication

Program Offerings	Days	Code	Rate	Member Rate	Region	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Business Networking – Sharing Professional Knowledge*	2	372	\$1,106	\$946	Brisbane				8			22		14			
Business Writing Skills*	2	66	\$1,106	\$946	Brisbane	18	22	23	19	20	23	21	19	16	18	15	
					Gold Coast			10			6				17		
Effective Communication	2	58	\$1,106	\$946	Brisbane	18,27	16	18		26	7	19	17	21	14	11	2
					Gold Coast				20				1				
Effective Meetings*	1	305	\$553	\$473	Brisbane		8		21			23			29		
Grammar Extension	1	762	\$553	\$473	Brisbane			26				2			4		
Professional Presentations*	2	67	\$1,106	\$946	Brisbane	18	11	11	7	10	15	8	12	16	11		
					Gold Coast						23		25				
Taking and Writing Effective Minutes	1	1250	\$553	\$473	Brisbane		5		16			28		6	25		
Team Briefings	1	1251	\$553	\$473	Brisbane		22		19		10		30		26		
Think On Your Feet®	2	620	\$1,306	\$1,126	Brisbane	21	25			13		28		23		18	
Virtual Teams	1	789	\$553	\$473	Brisbane			1			9			6			
Writing Effective Reports and Documentation*	2	65	\$1,106	\$946	Brisbane		1			17				20	26		

Customer Service, Marketing and Sales

Program Offerings	Days	Code	Rate	Member Rate	Region	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
Building Client Relationships*	2	293	\$1,106	\$946	Brisbane		22									3		
Conduct a Marketing Audit*	N/A	6210	\$553	\$473	Brisbane	Online as required												
Essential Selling Skills*	3	221	\$1,659	\$1,419	Brisbane	13	15	17	19	19	23	20	24	22	27			13
Evaluating Marketing Performance*	2	633	\$1,106	\$946	Brisbane				22					2				
					Gold Coast	14			13		17	8		22				
Exceptional Customer Service*	2	141	\$1,106	\$946	Brisbane	14			13		17	8		22				
					Gold Coast				5				7					
Fundamentals of Marketing*	3	677	\$1,659	\$1,419	Brisbane			8				5						
Manage Customer Service*	2	424	\$1,106	\$946	Brisbane		16							6				
Managing Marketing ^	4+1	7306	\$2,665	\$2,215	Brisbane			15						13				
Managing Personal Sales Performance*	1	645	\$553	\$473	Brisbane		12			31					11			
Managing Your Sales Team*	2	644	\$1,106	\$946	Brisbane	28										10		
Marketing Your Products and Services*	2	646	\$1,106	\$946	Brisbane					17			12		21			
Smarter Selling®	2	1240	\$1,416	\$1,236	Brisbane		1			4			2		21			
Strategic Marketing*	2	345	\$1,106	\$946	Brisbane						28				25			

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Energise People

Program Offerings	Days	Code	Rate	Member Rate	Region	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Appraising and Managing Performance*	2	463	\$1,106	\$946	Brisbane			29				5			4		
Coaching and Mentoring	2	355	\$1,106	\$946	Brisbane	14		3		12	9	14		2	7		
					Gold Coast						4						
Cross Cultural Awareness	1	1151	\$553	\$473	Brisbane			10				24					
Dealing with Difficult People and Situations	1	224	\$553	\$473	Brisbane	29	22	22	23	28	21	16	24	10	6	12	17
					Gold Coast					19			17		21		
Developing High Performance Teams*	2	381	\$1,106	\$946	Brisbane	18		15			17		9		18		
Effective People Management*	3	492	\$1,659	\$1,419	Brisbane		9	30			16		4			8	
Effective People Skills*	1	81	\$553	\$473	Brisbane	22		31			2		2		1		
Giving Feedback for Experienced Managers	1	776	\$553	\$473	Brisbane			12			7		30			26	
Giving Feedback for Supervisors	1	784	\$553	\$473	Brisbane		22			12			10				
Managing Generational Difference	1	1154	\$553	\$473	Brisbane					28			26				
Managing People*^	4+1	7300	\$2,665	\$2,215	Brisbane		15			24			16			15	
People and Performance*	2	778	\$1,106	\$946	Brisbane			16				8		1		3	
					Gold Coast								28				
Working in Teams*	1	787	\$553	\$473	Brisbane		19		6	31			24	27	19		
					Gold Coast								27				

Finance

Program Offerings	Days	Code	Rate	Member Rate	Region	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Accounting for Non-Accountants*	2	34	\$1,106	\$946	Brisbane	28		18	15	13	17	20	12	13	14	15	
					Gold Coast					11							
Budgeting and Financial Planning*	2	626	\$1,106	\$946	Brisbane			4		5		29	9	2	5		
Creating Budgets	1	786	\$553	\$473	Brisbane		15		27			6			8		
Finance for Non-Finance Managers*	2	429	\$1,106	\$946	Brisbane			1	29		3		5		7	3	
Managing Finance*^	4+1	7302	\$2,665	\$2,215	Brisbane				27						11		

General Management

Program Offerings	Days	Code	Rate	Member Rate	Region	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Frontline Leadership*	1	783	\$553	\$473	Brisbane		5		6		16		9		5		
Implementing Operational Plans*	1	82	\$553	\$473	Brisbane		10				11		27		25		8
Skills for the Office Professional	2	84	\$1,106	\$946	Brisbane		18		22			6		27		22	
Strategic Account Management	2	1141	\$1,106	\$946	Brisbane				7				4				
Supply Chain Management*	2	639	\$1,106	\$946	Brisbane			29				29					
The Experienced Manager*	3	625	\$1,959	\$1,689	Brisbane			2			7				18		
The High Performance Leader	3	13	\$1,659	\$1,419	Brisbane		8				21				26		
The New Supervisor	2	236	\$1,106	\$946	Brisbane	13,28	11,23	9,25	15,28	12,24	9,28	7,15,26	17,25	8,23	7,20	8,24	6
					Gold Coast			2		25			21				
Women in Leadership	1	790	\$553	\$473	Brisbane			16			25						
Workplace Knowledge and Information*	1	490	\$553	\$473	Brisbane				22				31				
Young Manager Program	3	326	\$1,959	\$1,689	Brisbane		8	10	6	5	2	12	3	13	11	10	
					Gold Coast					18							

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Human Resources

Program Offerings	Days	Code	Rate	Member Rate	Region	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Contributing to Organisational Development	N/A	6100	\$553	\$473	Brisbane	Online as required											
Developing and Implementing Diversity Policy	N/A	6101	\$553	\$473	Brisbane	Online as required											
Employee Relations – Managing Industrial Relations*	2	636	\$1,106	\$946	Brisbane		11					26			20		
Human Resources Introduction*	2	632	\$1,106	\$946	Brisbane			31			21			16			
Manage Remuneration and Employee Benefits*	1	611	\$553	\$473	Brisbane		15					9					
Managing Human Resource Service Delivery*	1	631	\$553	\$473	Brisbane				16						4		
Recruiting and Selecting People*	2	496	\$1,106	\$946	Brisbane		9		12		7	19	16		7		
The Outgoing Employee*	2	637	\$1,106	\$946	Brisbane				29							17	
The Workplace Learning Environment*	2	782	\$1,106	\$946	Brisbane			31					12			22	

Individual Performance

Program Offerings	Days	Code	Rate	Member Rate	Region	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Assertion Skills	1	60	\$553	\$473	Brisbane	25	19	19	16	28	28	23	27	24	27	22	
					Gold Coast										15		
Conflict Resolution	2	59	\$1,106	\$946	Brisbane		3	1		6	1	1	2	6	5		
					Gold Coast			16				20				24	
Creative Thinking	1	1149	\$553	\$473	Brisbane			1					16				
Emotional Intelligence in the Workplace	1	1142	\$553	\$473	Brisbane		26				9		3				
Energise Your Facilitation Skills	1	1155	\$553	\$473	Brisbane			15					27				
Manage Work Priorities*	1	788	\$553	\$473	Brisbane	25		2		4		12		8		17	
					Gold Coast				28			18				7	
Negotiation Skills	2	268	\$1,106	\$946	Brisbane		1	8		10	3	12		2	12	29	
					Gold Coast				14			14			12		
Problem Solving and Decision Making	1	780	\$553	\$473	Brisbane			8			15					29	
The Experienced Negotiator	2	306	\$1,106	\$946	Brisbane			24		24		21			28		
The Power of Voice	1	761	\$553	\$473	Brisbane			5			21			10			
Time Management	2	280	\$1,106	\$946	Brisbane	21	18	16	13	17	28	21	19	28	25	22	9
					Gold Coast		23				16				27		
Work Priorities for Professionals*	1	791	\$553	\$473	Brisbane			15			25			20			

Productivity

Program Offerings	Days	Code	Rate	Member Rate	Region	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Implement Work/Life Balance Strategies*	1	638	\$553	\$473	Brisbane			12			11				15		
Mental Fitness for Managers	1	728	\$553	\$473	Brisbane				28			19					
Neuro-Linguistic Programming	2	447	\$1,306	\$1,126	Brisbane	28		11				14		29			
Positivity and Meaning at Work	1	727	\$553	\$473	Brisbane					19						1	
Stress Management – Staying on Top of Stress	1	283	\$553	\$473	Brisbane					14			16				

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Project Management

Program Offerings	Days	Code	Rate	Member Rate	Region	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Manage Workplace Projects*	1	779	\$553	\$473	Brisbane			15	27	24		5	27	7		12	
					Gold Coast						1						
Project Management – Scope, Time, Quality and Cost Management*	3	439	\$1,659	\$1,419	Brisbane			9		26		7		6	20		
Project Management – Procurement Management*	1	441	\$553	\$473	Brisbane			10		31			16		1		
Project Management – Risk Management*	1	442	\$553	\$473	Brisbane		25		27			12	6			1	
Project Management – Human Resources and Communication Management*	2	440	\$1,106	\$946	Brisbane			22			28		23		18		
Project Management Integration*	1	499	\$553	\$473	Brisbane				30				30		1		
Applied Project Management (Intensive)*	3	603	\$1,959	\$1,689	Brisbane		3	3	6	10	16	26	25	15	4	3	
					Gold Coast			22				28					
Workshop for Diploma of Project Management (Intensive)*	2	604	\$1,306	\$1,126	Brisbane		18			27			12			24	
					Gold Coast				3					5			
Advanced Diploma of Project Management – Workshop A*	3	1156	\$1,959	\$1,689	Brisbane			22					2				
Advanced Diploma of Project Management – Workshop B*	2	1157	\$1,306	\$1,126	Brisbane			25					5				
Project Management Fundamentals	2	602	\$1,106	\$946	Brisbane	20	25	23	12	20	9	20	25	22	28	18	13
					Gold Coast		17					1					

Quality Compliance & Continuous Improvement

Program Offerings	Days	Code	Rate	Member Rate	Region	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Continuous Improvement Management*	1	473	\$553	\$473	Brisbane			3		4			9	30			
Contract Management*	2	465	\$1,106	\$946	Brisbane				19			8			5		
Creating a Safe Workplace*	1	253	\$553	\$473	Brisbane			5		14		16		10		1	
Innovation for Managers	1	1152	\$553	\$473	Brisbane				8				30				
Innovation in the Workplace*	1	1153	\$553	\$473	Brisbane					10					20		
Manage and Implement Change*	2	264	\$1,106	\$946	Brisbane		11		27		30			8		15	
Quality and Continuous Improvement*	1	252	\$553	\$473	Brisbane		9				30		31				
Quality Management and Process Improvement*	2	497	\$1,106	\$946	Brisbane				14			26			28		
Risk Management*	2	395	\$1,106	\$946	Brisbane		2				1		2			8	

Strategic Management

Program Offerings	Days	Code	Rate	Member Rate	Region	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Business Acumen	2	627	\$1,106	\$946	Brisbane					4					6		
Contemporary Leadership*^	4+1	7307	\$2,665	\$2,215	Brisbane				27						11		
Corporate Sustainability	1	760	\$553	\$473	Brisbane					19		23		27			
Create Strategic Human Resource Plans*	2	375	\$1,106	\$946	Brisbane			25								17	
Leadership in Today's Environment*	2	641	\$1,106	\$946	Brisbane		8		6			14		9		17	
Manage Knowledge and Information*	1	474	\$553	\$473	Brisbane						7			15			
Managing Strategy*^	4+1	7301	\$2,665	\$2,215	Brisbane		15						16				
Managing Information*^	4+1	7303	\$2,665	\$2,215	Brisbane					24							
Managing Operations*^	4+1	7304	\$2,665	\$2,215	Brisbane							19					
Managing Innovation*^	4+1	7305	\$2,665	\$2,215	Brisbane						21						
Strategic Business Planning*	2	266	\$1,106	\$946	Brisbane		4					12			18		

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Training & Assessment

Program Offerings	Days	Code	Rate	Member Rate	Region	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Advanced Facilitation Skills*	2	370	\$1,106	\$946	Brisbane			17						13			
Assessing Training*	3	371	\$1,659	\$1,419	Brisbane				19					8			
Design Learning Programs*	3	385	\$1,659	\$1,419	Brisbane			22					18				
Designing Policies and Procedures for Training*	1	467	\$553	\$473	Brisbane					7				17			
Facilitate Group Processes*	1	469	\$553	\$473	Brisbane					4			23			3	
Learning Strategy and Resource Development*	2	472	\$1,106	\$946	Brisbane		23										22
Managing Assessment and Evaluation*	2	428	\$1,106	\$946	Brisbane			17				15					
Professional Practice in Training*	1	484	\$553	\$473	Brisbane					31			23				
TAA Intensive* (1+2+2+2)	7	931	\$3,871	\$3,311	Brisbane (Intake 1)		11	1+15+29									
					Brisbane (Intake 2)				22	6 + 20	2						
					Brisbane (Intake 3)									2+16+30	13		
The Australian Training Environment*	2	647	\$1,106	\$946	Brisbane			8				12				3	
Train the Trainer*	5	432	\$2,765	\$2,365	Brisbane		22			17	21	26	23	20	25		
Training Delivery Skills*	3	420	\$1,659	\$1,419	Brisbane		3		19								23
Training Needs Analysis*	1	488	\$553	\$473	Brisbane				12						22		

Find Us Here



Brisbane

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Gold Coast

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