

**1 Day Courses—8:30am—4/4:30pm**

**Date**

Investment from \$350 per trainee (discount applies to 3 or more bookings), inclusive of all training reference manuals and handouts, lunch, refreshments and a great opportunity to network.

Manage Projects -BSBPMG510A	3 August
Manage Personal Work priorities & Professional Development -BSBWOR501A	5 August
Dealing with Challenging Situations -BSBCMM201A	6 August
Manage Meditation Processes -BSBHRM510A	10 August
Time & Stress Management - BSBWOR202A	11 August
Manage Remuneration and Employee Benefits - BSBHM505A	12 August
Communicating First Impressions - BSBCUS301A	17 August
Business Writing - BSBWRT401A	18 August
Better Minute Taking - BSBADM405B	19 August

**Diploma of Management - BSB51107**

**Commencing**

8 Units (please contact us for an information pack) 5 August 2010

**Train the Trainer**

**Commencing**

Covers 3 units from Certificate IV in Training and Assessment specific to training only 29 July 2010

**Diploma of Human Resources Management - BSB50607**

**Commencing**

8 Units (please contact us for an information pack) 2 September 2010

**Workplace Health & Safety Officer**

**Commencing**

5 specific units chosen from Certificate IV in OH&S (please contact us for an information pack) 23 - 27 August 2010

**Certificate IV in Project Management - BSB41507**

**Commencing**

8 Units (please contact us for an information pack) 21 September 2010

**Certificate IV in Training and Assessment - TAA40104**

**Commencing**

14 Units (please contact us for an information pack) 9 August 2010

**Certificate IV in Occupational Health & Safety - BSB41407**

**Commencing**

14 Units (please contact us for an information pack) - *limited places available* 26 July 2010

This months quote:

“In helping others, we shall help ourselves, for whatever good we give out completes the circle and comes back to us.”

-Flora Edwards