

CDU Short Courses in Darwin

July – December 2010

August						
M	T	W	T	F	S	S
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

The New Supervisor (11th & 12th)

This course will help staff gain the necessary people skills to make the successful transition from team player to team leader.

2 Days \$750

Administrative & Organisational Skills (17th & 18th)

This practical course equips participants with the skills and techniques to successfully organize their time in administrative roles

2 Days \$750

Writing Effective Reports and Documentation (31st & 1st Aug)

This course teaches participants how the effectiveness of reports can be greatly enhanced if the writing, editing and presentation of their work is planned purposefully.

2 Days \$750

10% Discount applies for:

AIM members

Not for profit organizations

Group enrolments of 3 or more in the same course

^ No further discounts apply to these courses

September						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Manage Work Priorities (10th)

This program looks at managing the tension between time and work priorities.

1 Day \$375

Health & Safety ^ Representative Training (15th - 17th & 23rd - 24th)

The course is in accordance with NT Worksafe regulations to provide nominated H&S reps with the training they need to be able to confidently act in their roles.

5 Days \$1175

MS Excel 2007 – Introductory (22nd)

This course is designed for beginner users who have little or no understanding, knowledge of, or experience in using Microsoft Excel

1 Day \$375

Quality & Continuous Improvement (28th)

This course will develop the skills and knowledge required to implement a continuous improvement system and processes.

1 Day \$375

Contact us:

T. 08 8946 6065

F. 08 8946 7066

E. shortcourses@cdu.edu.au

October						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MS Excel 2007 – Intermediate (19th)

This course is designed to extend the learner's basic knowledge of Excel and provides the learner with skills and knowledge to produce more effective and productive workbooks.

1 Day \$375

The New Supervisor (19th & 20th)

This course will help staff gain the necessary people skills to make the successful transition from team player to team leader.

2 Days \$750

Applied Project Management (26th – 28th)

This course is designed for managers and project team leaders to learn the critical techniques required to plan and organise projects successfully.

3 Days \$1125

MS Excel 2007 – Advanced (26th)

This course is designed for users who are already familiar with basic Excel features and operations and who are now ready to explore more of the advanced tools in Excel.

1 Day \$375

Corporate Training:

Please contact Short Courses for in-house corporate training. We will customise course to meet your organisational training needs.

November						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Health & Safety ^ Representative Training (8th -12th)

The course is in accordance with NT Worksafe regulations to provide nominated H&S reps with the training they need to be able to confidently act in their roles.

5 Days \$1175

Accounting for Non Accountants (8th & 15th)

This program will assist managers from non-financial backgrounds to better appreciate the importance of accounting within their organisation.

2 Days \$750

Frontline Leadership (11th)

This course is aimed at frontline managers and supervisors who have a calling for and the responsibility of a leader and are seeking to develop the experience and skills to successfully lead others.

1 Day \$375

Dealing with Difficult People and Situations (15th)

This course provides participants with the skills to professionally and confidently deal with aggressive clients/customers and employer/employees.

1 Day \$375

The Experienced Manager Program (16th – 18th)

This three day program comprehensively explores strategic management and leadership theories in the context of a real business environment.

3 Day \$1125

Enrol online at: www.cdu.edu.au/aimcourses

