

July						
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	

**Health & Safety ^  
Representative Training  
(12th - 14th & 19th - 20th)**  
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**



**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  
Enrol online at: [www.cdu.edu.au/aimcourses](http://www.cdu.edu.au/aimcourses)

## 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**

**Dealing with Difficult People and Situations  
(20th)**  
This course provides participants with the skills to professionally and confidently deal with aggressive clients/customers and employer/employees.  
**2 Days \$750**

**Cultural Awareness in the Work Place (25th)**  
This course explores issues of culture and its impact on workplace dynamics particularly as it relates to working with Indigenous Australians.  
**Half Day \$200**

**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**

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

September						
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27	28	29	30			

**MYOB (2nd & 3rd)**  
This course has been developed to provide participants with the skills and knowledge required to understand the purpose and basic concepts of MYOB.  
**2 Days \$750**

**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**

**Positivity and Meaning @ Work (16th)**  
This practical course is designed to assist managers to draw on their personal strength and develop skills to create a positive and productive workplace.  
**1 Day \$375**

**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**

October						
M	T	W	T	F	S	S
				1	2	3
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

**Manage Knowledge & Information (1st)**  
This course has been developed to provide participants with skills to ensure that knowledge transfer within the organisation is maximised and that new knowledge is created.  
**1 Day \$375**

**Health & Safety ^  
Representative Training  
(11th - 15th)**  
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 – Intermediate (13th)**  
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 (27th)**  
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**

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

**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 Days \$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**

**Contact us:**  
Phone: 08 8946 6065  
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Email: [shortcourses@cdu.edu.au](mailto:shortcourses@cdu.edu.au)