

CDU Short Courses in Darwin: 2012

2011 CDU/AIM course offerings	Days	Feb	Mar	Apr	May	Jun	Aug	Sep	Oct	Nov	Cost
Accounting for Non Accountants*	2			23 & 30				3 & 10			\$780
Assertion Skills*	1				10						\$390
Cultural Awareness in the Workplace	Half			19					18		\$210
Dealing with Difficult People & Situations*	1		8							13	\$390
Effective Communication*	2						1 & 2				\$780
Emotional Intelligence in the Workplace*	1			17							\$390
Frontline Leadership*	1		15					20			\$390
Manage Work Priorities*	1					14				8	\$390
Microsoft Excel 2007 - Introduction	1	24					7				\$390
Microsoft Excel 2007 - Intermediate	1			27				4			\$390
Microsoft Excel 2007 - Advanced	1					8			16		\$390
Microsoft Word 2007 - Intermediate	1									15	\$390
Microsoft Word 2007 - Advanced	1									29	\$390
Power of Grammar*	1			3							\$390
Powerful Presentations*	2						28 & 29				\$780
Problem Solving & Decision Making*	1								30		\$390
Taking & Writing Effective Minutes*	1					21				27	\$390
The Experienced Manager*	3								23 - 25		\$1170
The New Supervisor*	2	28 & 29			15 & 16		14 & 15	25 & 26			\$780
Writing a Business Case*	1						9				\$390
Writing Effective Reports & Documentation*	2		21 & 22		30 & 31			13 & 14		21 & 22	\$780
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* AIM courses

See over for course description

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

Contact us:

T. 08 8946 6065
 F. 08 8946 7066
 E. shortcourses@cdu.edu.au

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



CDU Short Courses in Darwin: 2012

Accounting for Non Accountants

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

2 Days \$780

Assertion Skills

This course provides participants with the skills to express their thoughts, feelings and beliefs without violating the rights of others.

1 Day \$390

Cultural Awareness in the Work Place

This course explores issues of culture and its impact on workplace dynamics particularly as it relates to working with Indigenous Australians.

Half Day \$210

Dealing with Difficult People & Situations

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

1 Day \$390

Effective Communication

This course provides participants with a range of techniques and strategies that enables more effective and confident communication.

2 Day \$780

Emotional Intelligence in the Workplace

In this course, you will explore the nature and importance of Emotional Intelligence, the five core competencies of Emotional Intelligence and the significance for managers and leaders of applying Emotional Intelligence in the workplace

1 Day \$390

Frontline Leadership

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 \$390

Manage Work Priorities

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

1 Day \$390

MS Excel 2007 – Introductory

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

1 Day \$390

MS Excel 2007 – Intermediate

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 \$390

MS Excel 2007 – Advanced

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

1 Day \$390

MS Word 2007 – Intermediate

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

1 Day \$390

MS Excel 2007 – Advanced

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 \$390

Power of Grammar

This one day course focuses on the nuances of the English language and the correct use of grammar. Participants will be introduced to the latest in generally accepted writing practice and how this informs contemporary communication.

1 Day \$390

Powerful Presentations

This course explores the skills required to create and deliver highly effective presentations with confidence and style.

2 Days \$780

Problem Solving & Decision Making

This one day course will provide participants with the skills needed to solve problems efficiently and make decisions that are aligned to business needs and can be readily implemented.

1 Day \$390

Taking & Writing Effective Minutes

This course provides a thorough introduction to minute taking and equips participants with the knowledge and skills needed to write professional minutes.

1 Day \$390

The Experienced Manager

This course provides a thorough introduction to minute taking and equips participants with the knowledge and skills needed to write professional minutes.

3 Days \$1170

The New Supervisor

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

2 Days \$780

Writing a Business Case

Writing a business case requires research, facts, a well thought through argument and a persuasive writing style. This course will show how to combine these elements to write a compelling business case.

1 Day \$390

Writing Effective Reports & Documentation

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 \$780

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