

Business Training Courses	Length	Cost	January	February	March	April	May	June	July	August	September	October	November	December
Career Development Courses														
Business Writing That Works	1-Day	\$395	30							2				
Advanced Writing	1-day	\$395							23		3			
Writing Reports & Proposals	1-day	\$295												
Building Your Self-Esteem	1-day	\$395	19										26	
Communication Strategies	2-day	\$790						18						
Anger Management	1-day	\$395		20			2				10			
Stress Management	1-day	\$ 395					14			9				
Conflict Resolution	1-day	\$695		27			16				17	18		
Public Speaking Made Easy	1-day	\$395			12									10
Time Management	1-day	\$395	23		19			4					15	3
Human Resource Courses														
Building Better Teams	1-day	\$395		13					16				22	
Problem Solving & Decision Making	1-day	\$395					24				27			
Getting Along in the Workplace	1-day	\$295												
Change Management	1-day	\$395						13			20			17
Performance Reviews	2-day	\$590												
Sales Training Courses														
Selling Smarter	1-day	\$395			26							25		
Overcoming Objections to Nail the Sale	1-day	\$395				16				16				
Prospecting for Lead Like a Pro	1-day	\$395						25	30			8	1	
Negotiating for Results	1-day	\$395				27			12					
Dynamite Sales Presentations	1-day	\$395		6		2							8	
Supervisor & Managers Training														
ABC's of Supervising Others	2-day	\$1200					28			27				
Making Meetings Work	1-day	\$395			5					22		4		
Delegating Effectively	1-day	\$395				30			2					
Project Management	3-day	\$885												

First Aid Training*

One Day—First Aid Courses and CPR Refresher courses are run four times a week in Tanah Merah

U 16 2 Grevillea Street Tanah Merah

Apply First Aid Courses (Only \$150):

Courses are run three times a week -
 Wednesday 07:45 am to 06:00 pm
 Friday 07:45 am to 06:00 pm
 Saturday 07:45 am to 06:00 pm

CPR Refresher Course (Only \$55):

Courses are run four times a week -
 Tuesday 07:45 am to 11:30 am
 Wednesday 07:45 am to 11:30 am
 Friday 07:45 am to 11:30 am
 Saturday 07:45 am to 11:30 am

CPR Refresher & LVR Course (Only \$95):

Courses are run once a week -
 Tuesday 07:45 am to 12:00 pm
 *NB: LVR is not a Nationally Accredited Course

Apply First Aid Courses (Only \$150):

CPR Refresher course (only \$55)

Monday held at the PCYC in Capalaba on Degen Road.

Apply First Aid 07:45 am to 06:00 pm
 CPR 07:45 am to 11:30 am

Thursday held at the PCYC in Milton on Caxton Street

Apply First Aid 07:45 am to 06:00 pm
 CPR 07:45 am to 11:30 am

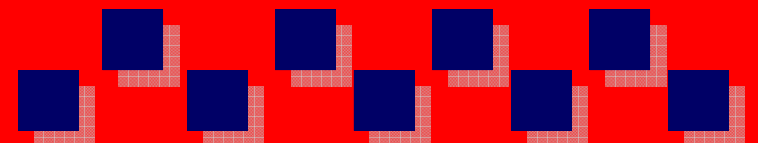
**All First Aid and CPR Courses are Nationally Accredited.*



Brisbane Computer Training Courses

From 1 January to 24 December 2012

For More Information On Any Course Simply Call 1800 66 00 00 or email bookings@NQTraining.com



Computer Courses	Length of Course	Cost	January	February	March	April	May	June	July	August	September	October	November	December
Microsoft Office Training			All MS Office Courses 2010	All MS Office Courses 2007	All MS Office Courses 2010	All MS Office Courses 2007	All MS Office Courses 2010	All MS Office Courses 2007	All MS Office Courses 2010	All MS Office Courses 2007	All MS Office Courses 2010	All MS Office Courses 2007	All MS Office Courses 2010	All MS Office Courses 2007
Microsoft Word Level 1	1-Day	\$295	16	13	12	10	8	12	2	13	10	15	12	10
Microsoft Word Level 2	1-Day	\$295	17	14	13	11	9	13	3	14	11	16	13	11
Microsoft Word Level 3	1-Day	\$295			19					2			1	
Microsoft Word Level 4	1-Day	\$295			20					3			2	
Microsoft Excel Level 1	1-Day	\$295	19	16	15	12	10	14	5	16	13	18	15	13
Microsoft Excel Level 2	1-Day	\$295	20	17	16	13	11	15	6	17	14	19	16	14
Microsoft Excel Level 3	1-Day	\$295	23	20	22			20		23		8		
Microsoft Excel Level 4	1-Day	\$295	24	21	23			21		24		9		
Microsoft Access Level 1	1-Day	\$295		2		23	28						22	
Microsoft Access Level 2	1-Day	\$295		3		24	29						23	
Microsoft Access Level 3	1-Day	\$255				26						11		
Microsoft Access Level 4	1-Day	\$255				27						12		
Microsoft Outlook Level 1	1-Day	\$295		27	29	19	21	28	26	30	24	29	26	20
Microsoft Outlook Level 2	1-Day	\$295		28	30	20	22	29	27	31	25	30	27	21
Microsoft PowerPoint Level 1	1-Day	\$295			26	16	14	25	23	23	20	22	19	17
Microsoft PowerPoint Level 2	1-Day	\$295			27	17	15	26	24	24	21	23	20	18
Microsoft Project 2-Day Core	2-Day	\$695	30 & 31	23 & 24				18 & 19					29 & 30	
Microsoft Project Advanced	2-Day	\$595				12 & 13						22 & 23		
Microsoft Publisher 2-Day Course	2-Day	\$595							30 & 31					
Microsoft Visio 1-Day Course	1-Day	\$295	5											
VBA for Excel 2-Day Course (on request)	2-Day	\$595												
VBA for Access 2-Day Course	2-Day	\$595								20 & 21				
Other Computer Courses														
Computer Basics 101	1-Day	\$295	11	15	14	18	9		4	15	12	17	14	12
MYOB Core 2-Day	2-Day	\$595	9 & 10	6 & 7	5 & 6	2 & 3	1 & 2	4 & 5	9 & 10	6 & 7	3 & 4	2 & 3	5 & 6	3 & 4
MYOB Advanced 2-Day (on request)	2-Day	\$499												
MYOB Payroll 1-Day	1-Day	\$295	18	10	9		4	8	13	10	7		9	7
Quickbooks Core 2-Day	2-Day	\$595	12 & 13	8 & 9	7 & 8	4 & 5	3 & 4	6 & 7	11 & 12	8 & 9	5 & 6	4 & 5	7 & 8	5 & 6
Quickbooks Advanced 2-Day (on request)	2-Day	\$499												
Quickbooks Payroll	1-Day	\$295		11	10			9	14	11	8		10	8