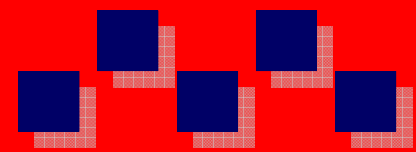




# Townsville Business & First Aid Training For 2011 From 1 January 2011 to 31 December 2011



Business Training Courses	Length	Cost	January	February	March	April	May	June	July	August	September	October	November	December
<b>Career Development Courses</b>														
Business Writing That Works	1-Day	\$395	19							3				
Advanced Writing	1-day	\$395							6			5		
Writing Reports & Proposals	1-day	\$395					4				7			
Building Your Self-Esteem	1-day	\$395		2									2	
Communication Strategies	2-day	\$790						9 & 10						
Anger Management	1-day	\$395		23							14			
Stress Management	1-day	\$ 395				13				10				14
Conflict Resolution	1-day	\$595				6					21			
Public Speaking Made Easy	1-day	\$395			9		11							7
Time Management with MS Outlook	1-day	\$595	27		30			15					9	
<b>Human Resource Courses</b>														
Building Better Teams	1-day	\$395		9					13				30	
Problem Solving & Decision Making	1-day	\$395					18				28			
Getting Along in the Workplace	1-day	\$395		16								26		
Change Management	1-day	\$395						22						21
Performance Reviews	2-day	\$790						27 & 28						
<b>Sales Training Courses</b>														
Selling Smarter	1-day	\$395			2							19		
Overcoming Objections to Nail the Sale	1-day	\$395				20				17				
Prospecting for Lead Like a Pro	1-day	\$395						1				12		
Negotiating for Results	1-day	\$395				27			20				16	
Dynamite Sales Presentations	1-day	\$395	12		16									
<b>Supervisor &amp; Managers Training</b>														
ABC's of Supervising Others	2-day	\$790					30 & 31			25 & 26				
Making Meetings Work	1-day	\$395		14						29			23	
Delegating Effectively	1-day	\$395			23				27					28
Project Management	3-day	\$1050						20-22						

## First Aid Training\*

One Day—First Aid Courses and CPR Refresher courses are now run three times a week!

### Applied First Aid Courses (Only \$150):

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

### CPR Refresher Course (Only \$55):

Courses are run three times a week -  
 Monday 07:45 am to 11:30 am  
 Thursday 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

### Advanced 2-Day First Aid Course (Only \$299):

Next Course Dates:  
 C1 — 27 & 28 January 2011  
 C2 — 24 & 25 March 2011  
 C3 — 23 & 24 June 2011  
 C4 — 29 & 30 September 2011  
 C5 — 24 & 25 November 2011

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

