

**1 Day Courses—8:30am—4/4:30pm****Date**

Investment from \$360 per student (discount applies to 3 or more bookings), inclusive of all training reference manuals and handouts, lunch, refreshments and a great opportunity to network.

Time and Stress Management— <b>BSBWOR202A</b>	17 January 2012
Better Minute Taking— <b>BSBADM405B</b>	20 January 2012

**Certificate IV in Training and Assessment—TAE****Commencing**

10 Units (please contact the Academy for an information pack) 30 January 2012

**Diploma of Human Resources Management - BSB50607****Commencing**

8 units (please contact the Academy for an information pack) 31 January 2012

**Certificate IV in Occupational Health & Safety - BSB41407****Commencing**

9 Units (please contact the Academy for an information pack) 6 February 2012

**Certificate IV in Project Management - BSB41507****Commencing**

8 Units (please contact the Academy for an information pack) 13 February 2012

**Train the Trainer****Commencing**

Covers 3 units from Certificate IV in Training & Assessment (specific to training small groups) (please contact the Academy for an information pack) 13 February 2012

**Workplace Health & Safety Officer  
Health & Safety Representative (NT WorkSafe)****Commencing**

Covers 4 Units from Cert IV in OHS (please contact the Academy for an information pack) 14 February 2012

**Diploma of Management****Commencing**

8 Units (please contact the Academy for an information pack) 14 February 2012

**Diploma of Project Management****Commencing**

9 units (please contact the Academy for an information pack) - can be completed externally 16 July 2012

This months quote:

*"Before you are a leader, success is all about growing yourself. When you become a leader, success is all about growing others"* Jack Welch