

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.

White Card—CPCCOHS1001A	2 February 2012
Business Writing—BSBWRT401A	3 February 2012
Better Minute Taking—BSBADM405B	17 February 2012
Communicating First Impressions—BSBCUS301A	24 February 2012

Certificate IV in Training and Assessment - TAE40110**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

Health & Safety Representative (NT WorkSafe Approved)**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:

"Everybody is a genius, but if you judge a fish by its ability to climb a tree, it will live its whole life believing that it is stupid" Albert Einstein