

Short Courses	Date
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Effective Time Management	5 February 2018
Better Minute Taking	13 February 2018
Dealing with Challenging Situations	20 February 2018

Qualifications	Commencement Date
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BSB30415 Certificate III in Business Administration 13 Units (please contact the Academy for an information pack)	8 February 2018
BSB41415 Certificate IV in Work Health and Safety 10 Units (please contact the Academy for an information pack)	12 February 2018
BSB50615 Diploma of Human Resources Management 9 Units (please contact the Academy for an information pack)	5 March 2018
BSB51415 Diploma of Project Management 12 Units (please contact the Academy for an information pack)	19 February 2018
BSB51915 Diploma of Leadership and Management 12 Units (please contact the Academy for an information pack)	23 February 2018
BSB42015 Certificate IV in Leadership and Management 12 Units (please contact the Academy for an information pack)	26 February 2018
BSB41515 Certificate IV in Project Management Practice 9 Units (please contact the Academy for an information pack)	27 February 2018
BSB51315 Diploma of Work Health and Safety	Call for Start Date

4-5 Day Courses	Dates
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Complying with Employment Law Please contact the Academy for an information pack	5 - 9 March 2018
Health and Safety Representative (NT WorkSafe Approved) Please contact the Academy for an information pack	19 - 23 February 2018
Train the Trainer Please contact the Academy for an information pack	28 February, 1, 2 & 16 March 2018
Emerging Team Leaders Please contact the Academy for an information pack	19 - 23 March 2018

"He who opens a school door, closes a prison" Victor Hugo