

Short Courses	Date
Polished Presentations	2 March 2018
DISC Profile & Advanced Accreditation	13 & 14 March 2018
Business Writing	14 March 2018
Team Dynamics - Develop an Effective Work Team	15 March 2018
Excellence in Customer Service	19 March 2018
360 Degree Feedback	28 March 2018 (half day)
Qualifications	Commencement Date
<b>BSB30415 Certificate III in Business Administration</b>	12 March 2018
Please contact the Academy for an information pack	
<b>BSB41415 Certificate IV in Work Health and Safety</b>	12 March 2018
Please contact the Academy for an information pack	
<b>BSB42015 Certificate IV in Leadership and Management</b>	26 February 2018
Please contact the Academy for an information pack	
<b>BSB41515 Certificate IV in Project Management Practice</b>	27 February 2018
Please contact the Academy for an information pack	
<b>BSB51915 Diploma of Leadership and Management</b>	23 February 2018
Please contact the Academy for an information pack	
<b>BSB50615 Diploma of Human Resources Management</b>	5 March 2018
Please contact the Academy for an information pack	
<b>BSB51315 Diploma of Work Health and Safety</b>	16 March 2018
Please contact the Academy for an information pack	
<b>BSB51415 Diploma of Project Management</b>	19 March 2018
Please contact the Academy for an information pack	
4-5 Day Courses	Dates
<b>Complying with Employment Law</b>	5 - 9 March 2018
Please contact the Academy for an information pack	
<b>Health and Safety Representative - NT WorkSafe Approved</b>	19 - 23 February 2018
Please contact the Academy for an information pack	
<b>Train the Trainer</b>	28 February, 1, 2 & 16 March
Please contact the Academy for an information pack	
<b>Emerging Team Leaders</b>	19 - 23 March 2018
Please contact the Academy for an information pack	

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"Learning is a treasure that will follow its owner everywhere" Chinese Proverb