

Short Courses	Date
Better Minute Taking	6 November 2017
Business Writing	17 November 2017
Organise Meetings	20 November 2017
Excellence in Customer Service	22 November 2017
Dealing with Challenging Situations	27 November 2017

Qualifications	Commencement Date
<b>Certificate IV in Leadership and Management - BSB42015</b> 12 Units (please contact the Academy for an information pack)	6 November 2017
<b>Diploma of Human Resources Management - BSB50615</b> 9 Units (please contact the Academy for an information pack)	10 November 2017
<b>Certificate IV in Work Health and Safety - BSB41415</b> 10 Units (please contact the Academy for an information pack)	13 November 2017
<b>Certificate III in Business Administration - BSB30415</b> 13 Units (please contact the Academy for an information pack)	8 February 2018
<b>Diploma of Project Management - BSB51415</b> 12 Units (please contact the Academy for an information pack)	19 February 2018
<b>Diploma of Leadership and Management - BSB51915</b> 12 Units (please contact the Academy for an information pack)	23 February 2018
<b>Certificate IV in Project Management Practice - BSB41515</b> 9 Units (please contact the Academy for an information pack)	27 February 2018
<b>Diploma of Work Health and Safety - BSB51315</b>	Call for Start Date

4-5 Day Courses	Dates
<b>Complying with Employment Law</b> Please contact the Academy for an information pack	16 - 20 October 2017
<b>Health and Safety Representative</b> (NT WorkSafe Approved) Please contact the Academy for an information pack	19 - 23 February 2018
<b>Train the Trainer</b> Please contact the Academy for an information pack	28 February, 1,2 & 16 March 2018
<b>Emerging Team Leaders</b> Please contact the Academy for an information pack	19 - 23 March 2018

"Education is the passport to the future, for tomorrow belongs to those who prepare for it today" Malcolm X

e: [training@dhrc.com](mailto:training@dhrc.com) \*\*\* [www.dhrc.com](http://www.dhrc.com) \*\*\*

\*\*\* Suite 2/2 Shepherd Street, Darwin \*\*\* [www.facebook.com/DHRCA](https://www.facebook.com/DHRCA) \*\*\*

