



Professional Development Calendar

November 2018

Short Courses	Date
Dealing with Challenging Situations	9 November 2018
Understand and Develop Emotional Intelligence	12 November 2018
Effective Time Management	14 November 2018
Effective Communication in the Workplace	23 November 2018
Better Minute Taking (8:30am - 12 Noon)	27 November 2018

2-5 Day Courses	Dates
Emerging Team Leaders	26 - 30 November 2018
Health and Safety Representative - NT WorkSafe Approved	29 October - 2 November
Project Management Fundamentals	28 & 29 November 2018

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"Anyone who stops learning is old, whether at twenty or eighty. Anyone who keeps learning stays young. The greatest thing in life is to keep your mind young."

Henry Ford