



TRAINING COURSES 2010

TRAINERS, PRESENTERS & COACHES



11 th – 15 th Jan 3 rd – 7 th May 26 th – 30 th July 11 th – 15 th Oct	Training & Facilitation Workshop Plan, organize, facilitate training & learning with innovation Articulates to TAADEL 401B/402B/403B/404B & TAAENV404B Nationally Recognised Training Qualifications	Book <input type="checkbox"/>
27 th - 29 th Jan + 5 th Feb 31 st May – 3 rd June 23 rd – 26 th Aug 8 th – 11 th Nov	Assessor Workshop (TAAASS401B/402B/403B/404B) Nationally Recognised Training Qualifications	Book <input type="checkbox"/>
8 th – 12 th Feb 17 th – 21 st May 9 th – 13 th Aug 25 th – 29 th Oct	Legislation Workshop Work in VET, OHS, Inclusivity, Training Packages, Work-based Lrg (TAAENV401B/402B/403B, DES401B/DEL404B) Nationally Recognised Training Qualifications	Book <input type="checkbox"/>
Jan - Feb 2010 May 2010 July – Aug 2010 Oct – Nov 2010	Certificate IV in Training & Assessment (TAA40104) - 14 days in 3 workshops – dates above Nationally Recognised Training Qualifications	Book <input type="checkbox"/>
Commencing 11 th Jan Full t/t available	Diploma of Training & Assessment (TAA50104) 24 days over 12 months [2 Mondays each mth] Nationally Recognised Training Qualifications	Book <input type="checkbox"/>

PHOTOGRAPHIC SKILLS

17 th Jan, 21 st Mar, 18 th April, 18 th July, 15 th Aug, 19 th Sept, 17 th Oct	Using your digital camera effectively ½ day workshop – 3 rd Saturday in the month Ideal for new owners, potential owners and those experiences problems with their pictures	Book <input type="checkbox"/>
16 th & 17 th May 14 th & 15 th Nov	Advanced Photography Workshop Ideal for those enjoying photography and wanting to do more than happy snaps – spend a weekend working with a small team of enthusiasts and learn how to take great photos	Book <input type="checkbox"/>

BUSINESS TRAINING



Commencing 13 th March 2010	Certificate IV in Frontline Management One day per month for 12 months – Fridays com 13 th March Nationally Recognised Qualifications	Book <input type="checkbox"/>
Commencing 7 th April 2010	Diploma of Management One day per month for 12 months - Wednesdays commencing 7 th April 2010 Nationally Recognised Qualifications	Book <input type="checkbox"/>

Please give us a call @ Phone: 08 82270310
The Training for Learning Co
 186 Hutt St Adelaide
 or checkout our website on
www.trainingforlearning.com



Business Management Workshops - 2010

Management WORKSHOPS

27 th May	Speaking to Groups This workshop designed to improve your approach to speaking in public with strategies to overcome your nerves	Book <input type="checkbox"/>
23 rd March	Developing Customer Relationships A workshop in providing service to enhance your customer relationships and build your client base.	Book <input type="checkbox"/>
21 st January	Business Document Writing During this workshop learn to plan and write effective letters, emails & reports, with practical applications during the workshop	Book <input type="checkbox"/>
4 th February	Managing your Time Effectively This workshop will develop tactics and strategies to improve your time management skills	Book <input type="checkbox"/>
16 th February	Indispensable Assistant A worthwhile workshop to develop effective skills in managing your time, your environment and other functions in your role	Book <input type="checkbox"/>
23 rd February	Creative Conflict Management A powerful workshop providing techniques and communication approaches to improve the resolution of conflict in the workplace	Book <input type="checkbox"/>
In house	Planning & Organising your Business Approach This workshop will provide development in planning & the use of the skills to be well organised in your work approach.	Book <input type="checkbox"/>
15 th April	The Art of Effective Negotiation One day workshop developing tactics and strategies to negotiate in business and achieve profitable outcomes.	Book <input type="checkbox"/>
Advanced Training WORKSHOPS		
3 rd February	Innovation in Training A sensational day developing techniques to add excitement and inspire your participants attending training.	Book <input type="checkbox"/>
30 th March	Training Games to boost involvement This workshop enables trainers and facilitators to develop interaction with meaning. Games & activities which add experiential learning and encourage involvement.	Book <input type="checkbox"/>
29 th April	Tailoring Case Studies for your Client Group Worthwhile workshop to develop the stories and access valuable learning processes for your participants	Book <input type="checkbox"/>
8 th April	Common Learning Styles A short workshop dealing with some of the learning styles we experience and need to harness when conducting training in the training room or on the job in the workplace.	Book <input type="checkbox"/>
18 th May	Dealing with Distractions and Disruptive Behaviour A short workshop dealing with some of the barriers and issues which present themselves in the training environment.	Book <input type="checkbox"/>