



TRAINING COURSES

January – July 2009

TRAINERS, PRESENTERS & COACHES



12th – 16th Jan 23rd – 27th Mar 18th – 22nd May	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"/>
12th Jan – 13th Feb 4th May – 9th Apr 4th May – 4th Jun	Certificate IV in Training & Assessment (TAA40104) - 14 days in 3 workshops Nationally Recognised Training Qualifications	Book <input type="checkbox"/>
27th – 30th January 6th – 9th April 1st – 4th June	Assessor Workshop (TAAASS401B/402B/403B/404B) Nationally Recognised Training Qualifications	Book <input type="checkbox"/>

RETAILERS



Commencing 11th Mar	Diploma of Retail Management – Small Business Part time program each Wednesday evening 6pm – 8.30pm Valuable skills and knowledge for the Retail Business Manager	Book <input type="checkbox"/>
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PHOTOGRAPHIC SKILLS

Jan 17th Feb 21st May 16th Jun 20th	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"/>
21st – 22nd Mar 18th – 19th July	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 13th February	Certificate IV in Frontline Management One day per month for 12 months – Fridays com 13 th Feb Nationally Recognised Qualifications	Book <input type="checkbox"/>
Commencing 4th February	Diploma of Business – Frontline Management 2 Wednesdays a month for 12 months 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 - 2009

ONE DAY WORKSHOPS

5 th Feb	Speaking to Groups This workshop designed to improve your approach to speaking in public with strategies to overcome your nerves	Book <input type="checkbox"/>
19 th Feb	Developing Customer Relationships A workshop in providing service to enhance your customer relationships and build your client base.	Book <input type="checkbox"/>
12 th Mar	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"/>
26 th Mar	Managing your Time Effectively This workshop will develop tactics and strategies to improve your time management skills	Book <input type="checkbox"/>
7 th May	Indispensable Business Manager A worthwhile workshop to develop effective skills in managing your time, your environment and the PR relationships in your role	Book <input type="checkbox"/>
23 rd Apr	Creative Conflict Management A powerful workshop providing techniques and communication approaches to improve the resolution of conflict in the workplace	Book <input type="checkbox"/>
30 th Apr	Revitalising the Soul in your Management Style An insightful day providing an understanding of the subtle differences that makes you unique and strength in your team.	Book <input type="checkbox"/>
21 st May	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"/>
18 th June	The Art of Effective Negotiation One day workshop developing tactics and strategies to negotiate in business and achieve profitable outcomes.	Book <input type="checkbox"/>

½ DAY WORKSHOPS

18 th Feb	Innovation in Training A sensational morning of networking and creative ideas to provide excitement and new approaches in training.	Book <input type="checkbox"/>
26 th Mar	Problem Solving in Business Powerful workshop to enhance your skills and develop effective strategies to resolve problems effectively	Book <input type="checkbox"/>
30 th Apr	The Art of Effective Mentoring Worthwhile workshop to develop as a mentor to share your knowledge & experience to assist others to reach their potential	Book <input type="checkbox"/>
28 th May	Managing the Stress Factor A short workshop in dealing with stress and strategies to ensure you manage the stress effectively for your wellbeing	Book <input type="checkbox"/>
11 th June	Motivating and Inspiring your Team Creative workshop exploring what motivates you and your team, developing skills to inspire your team to improve effectiveness	Book <input type="checkbox"/>
25 th June	Professional Telephone Techniques Short, powerful workshop in perfecting your telephone skills, and providing a memorable service on the telephone	Book <input type="checkbox"/>

