

# Short Course & Wellness 2025 Calendar

\*All courses are also available for inhouse delivery at your council

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VIRTUAL WORKSHOP	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	ОСТ	NOV	DEC	PRICE (inc. GST)
Alcohol and Drug Awareness for Supervisors	28							21				4	\$450
Animal Management (Cats and Dogs) Act 2008	24			4					8				\$500
Artificial Intelligence: My Work Partner			19		28								\$500
Asset Management Fundamentals		11				3				21			\$500
Authorised Persons		7				6							\$450
Breed ID	20				19					10			\$500
Change Management (ADKAR)		25				11				9			\$500
Coaching for Excellence				30			9				12		\$500
Conflict Resolution					1								\$500
Contract Management				22					17				\$500
Dealing with Confrontational People		13			8			7					\$400
Deliver Responsible Pet Ownership Education in Schools			28					1					\$400
Developing High Performance Teams			4				3				4		\$500
Dropping Anchor Webinars (90 mins)		12			7				17				\$250
Emerging Leaders and Beyond		18			1						20		\$500
Emotional Intelligence			14			16			15				\$500
Governance in Local Government			20				11				6		\$500
Harnessing the Power of Stress					21		23					3	\$500



VIRTUAL WORKSHOP	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	ОСТ	NOV	DEC	PRICE (inc. GST)
Investigating Dog Attacks				29				19				3	\$500
Investigation Fundamentals		27			20				9				\$500
Local Laws Officer Fundamentals			3				14						\$500
Managing Teams Remotely			20					6					\$400
Negotiation Skills		25					8				6		\$500
Positive Communication					28		16			8			\$500
Procurement Advanced		21			15				12				\$500
Procurement Fundamentals	23			30				7				11	\$500
Recruitment and Selection		27					16					2	\$500
Small Animal First Aid Inc. Zoonosis						6					14		\$350
Social Media for Local Government	29			17			16						\$400
Specification Writing	28					5				9			\$400
Stores and Inventory			26				23						\$500
Strategic Problem Solving						25		13			19		
Successful Meetings Lead to Action						11	2			29			\$500
Superior Customer Service		26						27				10	\$500
Superior Time Management								20					\$500
Supervisory Skills 101			13				24				20		\$400
Tendering for Local Government						10				23			\$400
WHS Due Diligence for Supervisors and Managers	30			15				5				2	\$400



# INHOUSE PROGRAMS & WELLNESS WEBINARS

Due to the nature of some workshops, they are best delivered in-house. Wellness Webinars are scheduled virtually on request.

# Chip McKibben, Senior Professional Development Trainer

- Fraud Awareness for Local Government
- Fraud Awareness for Supervisors and Managers

### Jack Coad, Specialist – Desktop Applications

#### All MS Office Programs

- MS Excel (Intro, Intermed & Advanced)
- MS Word (Intro, Intermed & Advanced)
- MS Project (Intro, Intermed & Advanced)
- MS PowerPoint (MS Level 1 & 2)

#### David Contarini, Professional Development & Wellness Trainer

- Breaking Bad Habits Wellness Webinar
- Change Your Thinking Wellness Webinar
- Everyday Resilience Wellness Webinar
- Respond with Resilience

# Sue-Ellen Kusher, Senior Professional Development Trainer

- Interpersonal Skills
- <u>Realistic Management Magic</u>
- Bouncing Bias Behaviours
- <u>Situational Awareness</u>
- Team Development

# Mario Cortés, Senior Professional Development & Accredited Trainer Patricia Paolini, Business Development Manager



- <u>Coaching for Excellence</u>
- Harnessing the Power of Stress
- <u>Positive Communication</u>
- Successful Meetings Lead to Action
- Superior Customer Service
- Superior Time Management
- Artificial Intelligence: MyWork Partner



To arrange your in-house workshops, please contact Patricia Paolini, Business Development Manager

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