

# Short Course & Wellness Calendar

July-December 2024

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

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July  
2024

VIRTUAL WORKSHOP		DATES	DURATION	TIMES	PRICE (INC GST)
<a href="#">Bouncing Bias Behaviours</a>	Leadership Series	1	6 hours	9.00am-3.00pm	\$500
<a href="#">MS Word 2016 Intermediate</a>		1	6 hours	9.00am-3.00pm	\$500
<a href="#">Dealing with Confrontational People</a>		2	3 hours	9.00am-12.00pm	\$400
<a href="#">MS Excel 2016 Intermediate</a>		2	6 hours	9.00am-3.00pm	\$500
<a href="#">Authorised Persons</a>		3	4 hours	9.00am-1.00pm	\$450
<a href="#">Animal Management (Cats and Dogs) Act 2008</a>		4	6 hours	9.00am-3.00pm	\$500
<a href="#">Cyber Security Fundamentals</a>		4	1.5 hours	9:00am-10.30am	\$250
<a href="#">Specification Writing</a>	Procurement Suite	4	3 hours	9.00am-12.00pm	\$400
<a href="#">Social Media for Local Government</a>		9	3 hours	9.00am-12.00pm	\$400
<a href="#">Tendering for Local Government</a>	Procurement Suite	10	3 hours	9.00am-12.00pm	\$400
<a href="#">Realistic Management Magic</a>	Leadership Series	11	6 hours	9.00am-3.00pm	\$500
<a href="#">Recruitment and Selection</a>		16	6 hours	9.00am-3.00pm	\$500
<a href="#">Negotiation Skills</a>		18	4 hours	9.00am-1.00pm	\$450
<a href="#">Investigations Fundamentals</a>	Procurement Suite	23	6 hours	9.00am-3.00pm	\$500
<a href="#">Fraud Awareness for Local Government</a>		On Request	90 mins	9.00am-10.30am	\$250
<a href="#">Fraud Awareness for Supervisors and Managers</a>		On Request	3 hours	1.00pm-4.00pm	\$400
<a href="#">Respond with Resilience</a>	Wellness Program		Inhouse Only		



August  
2024

VIRTUAL WORKSHOP		DATES	DURATION	TIMES	PRICE (INC GST)
<a href="#">Building Performance through Reliability</a>	Leadership Series	1	6 hours	9.00am-3.00pm	\$500
<a href="#">Cyber Security Fundamentals</a>		1	1.5 hours	9:00am-10.30am	\$250
<a href="#">Deliver Responsible Pet Ownership Education in Schools</a>		2	3 hours	9.00am-12.00pm	\$400
<a href="#">MS Project Introduction</a>		6	6 hours	9.00am-3.00pm	\$500
<a href="#">Managing and Leading Performance</a>	Leadership Series	7	6 hours	9.00am-3.00pm	\$500
<a href="#">Small Animal first Aid</a>		12	2 hours	9.00am-11.00am	\$250
<a href="#">Breaking Bad – Habits</a>	Wellness Program	13	1 hour	9.00am-10.00am	\$250
<a href="#">Everyday Resilience</a>	Wellness Program	13	1 hour	10.30am-11.30am	\$250
<a href="#">Local Laws Officer Fundamentals</a>		13	6 hours	9.00am-3.00pm	\$500
<a href="#">Supervisory Skills 101</a>		14	6 hours	9.00am-3.00pm	\$500
<a href="#">Animal Management (Cats and Dogs) Act 2008</a>		16	6 hours	9.00am-3.00pm	\$500
<a href="#">Managing Teams Remotely Webinar</a>		19	4 hours	9.00am-1.00pm	\$450
<a href="#">Preventing Bullying and Harassment</a>		21	4 hours	9.00am-1.00pm	\$450
<a href="#">Procurement Fundamentals</a>	Procurement Suite	22	6 hours	9.00am-3.00pm	\$500
<a href="#">Investigating Dog Attacks</a>		27	6 hours	9.00am-3.00pm	\$500
<a href="#">Stores and Inventory</a>	Procurement Suite	29	6 hours	9.00am-3.00pm	\$500
<a href="#">Emotional Intelligence</a>		On Request	6 hours	9.00am-3.00pm	\$500
<a href="#">Change Management</a>		On Request	6 hours	9.00am-3.00pm	\$500
<a href="#">Respond with Resilience</a>	Wellness Program		Inhouse Only		



September  
2024

VIRTUAL WORKSHOP		DATES	DURATION	TIMES	PRICE (INC GST)
<a href="#">MS 2016 Advanced</a>		2	6 hours	9.00am-3.00pm	\$500
<a href="#">MS Excel 2016 Advanced</a>		3	6 hours	9.00am-3.00pm	\$500
<a href="#">Tendering for Local Government</a>	Procurement Suite	5	3 hours	9.00am-12.00pm	\$400
<a href="#">Cyber Security Fundamentals Word</a>		5	1.5 hours	9:00am-10.30am	\$250
<a href="#">Dropping Anchor</a>	Wellness Program	10	1 Hour	9.00am-10.00am	\$250
<a href="#">Change Your Thinking</a>	Wellness Program	10	1 Hour	10.30am-11.30am	\$250
<a href="#">Specification Writing</a>	Procurement Suite	10	3 hours	9.00am-12.00pm	\$400
<a href="#">Social Media for Local Government</a>		10	3 hours	9.00am-12.00pm	\$400
<a href="#">Procurement Advanced</a>	Procurement Suite	11	6 hours	9.00am-3.00pm	\$500
<a href="#">Dealing with Confrontational People</a>		11	3 hours	9.00am-12.00pm	\$400
<a href="#">Contract Management</a>	Procurement Suite	18	6 hours	9.00am-3.00pm	\$500
<a href="#">Breed ID</a>		26	6 hours	9.00am-3.00pm	\$500
<a href="#">Leadership Development Program</a>	Leadership Series	On Request	2 days	9.00am-3.00pm	\$500
<a href="#">Respond with Resilience</a>	Wellness Program		Inhouse Only		



October  
2024

VIRTUAL WORKSHOP		DATES	DURATION	TIMES	PRICE (INC GST)
<a href="#">Cyber Security Fundamentals</a>		3	1.5 hours	9:00am-10.30am	\$250
<a href="#">Breaking Bad – Habits</a>	Wellness Program	8	1 hour	9.00am-10.00am	\$250
<a href="#">Procurement Fundamentals</a>	Procurement Suite	8	6 hours	9.00am-3.00pm	\$500
<a href="#">MS Project 2016 Introduction</a>		8	6 hours	9.00am-3.00pm	\$500
<a href="#">Stores and Inventory</a>		16	6 hours	9.00am-3.00pm	\$500
<a href="#">Supervisory Skills 101</a>		16	6 hours	9.00am-3.00pm	\$500
<a href="#">Recruitment and Selection</a>		16	6 hours	9.00am-3.00pm	\$500
<a href="#">Negotiation Skills</a>		17	4 hours	9.00am-1.00pm	\$450
<a href="#">Authorised Persons</a>		18	4 hours	9.00am-1.00pm	\$450
<a href="#">Fraud Awareness for Local Government</a>		On Request	90 mins	9.00am-10.30am	\$250
<a href="#">Fraud Awareness for Supervisors and Managers</a>		On Request	3 hours	1.00pm-4.00pm	\$400
<a href="#">Emerging Leaders and Beyond</a>		On Request	6 hours	9.00am-3.00pm	\$500
<a href="#">Respond with Resilience</a>	Wellness Program		Inhouse Only		



November  
2024

VIRTUAL WORKSHOP		DATES	DURATION	TIMES	PRICE (INC GST)
<a href="#">MS Excel Introduction</a>		TBA	6 hours	9.00am-3.00pm	\$500
<a href="#">MS Word Introduction</a>		TBA	6 hours	9.00am-3.00pm	\$500
<a href="#">Cyber Security Fundamentals</a>		5	1.5 hours	9:00am-10.30am	\$250
<a href="#">Realistic Management Magic</a>	Leadership Series	7	6 hours	9.00am-3.00pm	\$500
<a href="#">Animal Management (Cats and Dogs) Act 2008</a>		8	6 hours	9.00am-3.00pm	\$500
<a href="#">Dealing with Confrontational People</a>		12	3 hours	9.00am-12.00pm	\$400
<a href="#">Dropping Anchor</a>	Wellness Program	12	1 hour	1.00pm-2.00pm	\$250
<a href="#">Change Your Thinking</a>	Wellness Program	12	1 hour	3.00pm-4.00pm	\$250
<a href="#">Managing and Leading Performance</a>		12	6 hours	9.00am-3.00pm	\$500
<a href="#">Investigation Fundamentals</a>		13	6 hours	9.00am-3.00pm	\$500
<a href="#">Bouncing Bias Behaviours</a>	Leadership Series	14	6 hours	9.00am-3.00pm	\$500
<a href="#">Managing Teams Remotely Webinar</a>		19	4 hours	9.00am-1.00pm	\$450
<a href="#">Preventing Bullying and Harassment</a>		19	4 hours	9.00am-1.00pm	\$450
<a href="#">Emotional Intelligence</a>		On Request	6 hours	9.00am-3.00pm	\$500
<a href="#">Local Laws Officer Fundamentals</a>		26	6 hours	9.00am-3.00pm	\$500
<a href="#">Change Management</a>		On Request	6 hours	9.00am-3.00pm	\$500
<a href="#">Respond with Resilience</a>	Wellness Program		Inhouse Only		



December  
2024

VIRTUAL WORKSHOP	DATES	DURATION	TIMES	PRICE (INC GST)
<a href="#">Procurement Advanced</a>	3	6 hours	9.00am-3.00pm	\$500
<a href="#">Investigating Dog Attacks</a>	3	6 hours	9.00am-3.00pm	\$500
<a href="#">MS Project Introduction</a>	3	6 hours	9.00am-3.00pm	\$500
<a href="#">Cyber Security Fundamentals</a>	5	1.5 hours	9:00am-10.30am	\$250
<a href="#">Negotiation Skills</a>	10	4 hours	9.00am-1.00pm	\$450
<a href="#">Authorised Persons</a>	12	4 hours	9.00am-1.00pm	\$450
<a href="#">Respond with Resilience</a>		Inhouse Only		

