



A local training provider you can trust

The College for Adult Learning offers a range of proven one and two day short courses that people in every field have used to solve business problems and improve performance and profitability. Take one of our short courses and gain access to the latest techniques and expert instructors.

We also offer nationally accredited Certificate and Diploma qualifications in Human Resources, Project Management and Management. Visit www.collegeforadultlearning.com.au for more information.

Time Tactics

Time Tactics is about the intelligent use of time. Learn innovative ways to manage yourself and your day and get results in a technology driven work environment. Plus get more important work done in less time with less stress and a clear head!

Learn how to:

- Use the 7 core elements time management skills.
- Use technology to develop and release your personal productivity style.
- Communicate and manage your workplace relationships effectively.
- Set up your work environment as your performance HQ.
- Set your work and personal goals for personal reward.
- Create a personal action plan ready to use today
- Use stress busters that keep your blood pressure down and your performance up.

One day short course
22 October, 9 December
\$395 (inc GST)



Protect Your Business from Harassment and Bullying

This workshop will help you need to do to eliminate discrimination, harassment and bullying in the workplace and reduce your legal liability.

Learn how to:

- Develop clear solutions to manage workplace discrimination and harassment.
- Eliminate discrimination, harassment and bullying in the workplace and reduce your legal liability
- Identify your business early warning signs.
- Effectively implement processes to comply with the legislation
- Implement a simple code of conduct.
- Communicate effectively with your employees and managers.

Half-day short course
12 November
\$249 (inc GST)



Project Management Essentials

Project Management Fundamentals is an introduction to the key elements of project management. The hands-on approach will ensure you complete the program with techniques and tools that can be applied immediately.

Learn how to:

- Keep projects on track.
- Recognise the roles and responsibilities of the project manager and project team.
- Develop skills in planning and control to be ready for any situation.
- Identify and use the most appropriate and latest PM tools and techniques.
- Understand risk management from a strategic plan.
- Communicate effectively with all team stakeholders to gain buy in.

Two day short course
23 – 24 October, 27 -28 November
\$595 (inc GST)



Microsoft Project Fundamentals

Microsoft Project Fundamentals is designed for those wishing to create well-structured and effective schedules using Microsoft Project. Learn how use the software from planning phase through to tracking, monitoring and controlling plus the creation of baselines and planned/actual variance reporting.

Learn how to:

- Implement MS Project Skills in the modern workplace.
- Use technology to effectively develop and release your personal productivity style.
- Manage your workplace relationships towards your desired outcomes.
- Set and fulfil your goals.
- Create a personal action plan to implement back in the workplace.

One day short course
3 October, 18 November
\$395 (inc GST)



Conflict Resolution

This workshop will equip you with the necessary tools to handle high-stake, high emotion conversations. Whether you need to defuse tension, influence uncomfortable communication or find mutual purpose and critical resolve - you need the skills to have a difficult conversation.

Learn how to:

- Defuse low to high level emotional communication
- Understand your unique communication and stress style.
- Understand the key phrases and set up statements needed to communicate at higher levels of effectiveness.
- Pattern interruption techniques to gain back dialogue control.
- Gain a higher level of self awareness & techniques to manage emotions of yourself and others.

One day short course
14 November
\$395 (inc GST)



Developing Leadership Qualities

This short course is designed to equip participants with the practical and intuitive skills necessary to lead harmonious and productive teams and individuals.

Learn how to:

- Effectively utilise the key elements of successful leadership and people management.
- Understand the dynamics of human interaction.
- Have a clear action plan to develop your leadership to a whole new level of impact.
- Quickly identify the right strategy to motivate poor performing individuals.
- Communicate and position your message in the most influential way.
- Create an inspiring and engaging vision for your team to follow.
- Navigate through any conflict that arises and get back on track.

One day short course
20 November
\$395 (inc GST)



Recruiting and Retaining Top Talent

Recruiting and Retaining Top Talent is a one day intensive workshop designed to give you the inside running to employ winning tactics that will ensure you attract and keep the best talent available for your organisation.

Learn how to:

- Design a winning recruitment process
- Use a quantitative, predictive model that combines assessment of job skills with an evaluation of candidates' mindsets and values
- Write realistic and targeted job descriptions
- Make the most of social and other electronic media to add value to the recruitment process
- Access and respond effectively to diversity within the labour market to maintain strong competitive advantage.

One day short course
22 October
\$395 (inc GST)



Success with Performance Management

This workshop designed to give you all the skills you need to be able to conduct efficient, effective performance reviews that are guaranteed to increase productivity and improve both individual and team performance while maintaining a happy and healthy team environment.

- Increase productivity and improve individual and team performance.
- Identify and develop communication strategies that will work for you every time.
- Manage your emotions and the emotions of the other party in the performance review.
- Encourage and motivate your staff to peak performance (and their personal best).
- Manage difficult and challenging situations so that everyone feels like a winner.

One day short course
28 October
\$395 (inc GST)



Register

Call us on 1300 907 870 or email
louised@collegeforadulthoodlearning.com.au

Location

Short courses are held at
3 Prince Patrick Street, Richmond
Melbourne VIC.

Prices include materials, coaching
support, and catering.

Customised Training

Programs can be
tailored to your business
and delivered in house
for 6 or more people.