

Short Course Calendar

April - June 2014



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 performance HQ.
- Set 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
14 May, 17 June
\$395



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
7 May
\$65



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
17-18 June
\$695

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:

- Apply MS Project Skills in the modern workplace.
- Use technology to effectively develop and release your personal productivity style.
- Build PM Templates
- Manage your Projects more effectively
- Create a personal action plan to implement back in the workplace.

One-day short course
5 June
\$395



Presenting with Impact

Presenting with Impact will help you to make a difference and stand out from the rest. Discover how to structure effective presentations, unlock your audience and keep them engaged from beginning to end.

Learn how to:

- Apply information management techniques to save time when preparing presentations.
- Position your message more persuasively.
- Know the techniques to manage any audience or difficult situation.
- Present an impacting outward appearance.
- Project and animate your vocal performance.
- Analyse and match audience relevance.
- Present your main objective in a persuasive manner and gain buy in.

One-day short course
13 May
\$395



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
30 April
\$395



Productivity Through People

Let us show you how to build your people into your strongest assets.

Learn how to:

- Understand personal leadership styles and make the most of what you have to achieve exceptional outcomes.
- Build trust and relationships to create a positive, focused workplace culture; and the power to engage employees.
- Apply the importance of communication, power and influence in people management.
- Motivate others to get the very best out of people.

One-day short course
6 May
\$395



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
25 June
\$395



Successful 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
14 May
\$395



Successful Business Writing

Whatever your business writing needs are, this course will equip you with the confidence to create professional communication using the written word.

- Determine the best means of communication by clarifying the true objective
- Understand the different phases of writing
- Undertake a structured approach to planning
- Request action without being perceived as overly aggressive or demanding
- Edit documents for clarity and brevity
- Using plain English techniques in business writing.

One-day short course
24 June
\$395



Assertive Communicator

Discover the secrets to tapping in to your power and releasing your confidence and become the assertive person in your work environment you have always desired to be.

Learn how to:

- Have a clear action plan to develop your assertiveness and confidence to a whole new level of impact.
- Communicate and position your message in the most influential way.
- Use effective questioning strategies to navigate to your desired outcome.
- Say 'no' and set effective boundaries.
- Feel more comfortable when others are critical or don't agree with you.
- Develop response phrases and statements.
- Understand the barriers and people filters that will block your message

One-day short course
21 May
\$395



Managing Difficult and Confronting Conversations

This workshop will equip you with the necessary tools to handle high stake, high emotion conversations.

Learn how to:

- Defuse any 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 and techniques to manage emotions of yourself and others.
- Understand the key skills required to plan strategic response in any situation.

One-day short course
20 May
\$395



Selling Essentials

Selling Essentials is a one day program designed for people new to sales or in a role that requires them to be in touch with customers on a regular basis. It will take away the fear of selling and provides a high level of confidence and motivation.

Learn how to:

- Build client relationships
- Understand product or service benefits
- Discover customer needs by the use of great questions
- Develop a simple presentation strategy

One-day short course
6 May
\$395



Register

Call us on 1300 907 870 or go to our website
www.collegeforadultlearning.com.au and register from the course page

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.

