

CDU Short Courses in Alice Springs: 2014

2014 CDU/AIM course offerings	Days	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Cost
Advanced Microsoft Excel 2010 #	2			15 & 17					9 & 11			\$425
Advanced Microsoft Word 2010 #	2				20 & 22					14 & 16		\$425
Dealing with Difficult Situations *	1	20						21				\$405
Introduction to Microsoft Excel 2010 #	2	11 & 13					29 & 31					\$425
Introduction to Microsoft Project 2010 #	2		11 & 13					26 & 28				\$425
Introduction to Microsoft Word 2010 #	2	25 & 27						12 & 14				\$425
Leading at the Frontline *	1			3						9		\$405
Leading with Emotional Intelligence *	1					5					6	\$405
Negotiation Skills*	2				6 & 8						11 & 13	\$695
Problem Solving & Decision Making *	1		20						25			\$405
Project Management Fundamentals *	2		25 & 27						16 & 18			\$695
Safe Work Practices*	1		4					5				\$405
The New Supervisor *	2				27 & 29					28 & 30		\$695
Work Priorities *	1		18						23			\$405
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* AIM courses

See over for course description

Enrol online at: www.cdu.edu.au/shortcourses

Contact us:

T. 08 8946 6065
F. 08 8946 7066
E. shortcourses@cdu.edu.au

*10% Discount applies for:

*AIM members *NTCC members *Not for profit organizations *Group enrolments of 3 or more in the same course

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Advanced Microsoft Excel 2010

This course is designed for users who are already familiar with basic Excel features and operations and who are now ready to explore more of the advanced tools in Excel.

2 Days

\$425

Advanced Microsoft Word 2010

This course is designed for users who are already familiar with basic Word features and operations and who are now ready to explore more of the advanced tools in Word.

2 Days

\$425

Dealing with Difficult Situations

This course is designed to provide you with skills, techniques and strategies to professionally and confidently deal with difficult people and situations.

1 Day

\$405

Introduction to Microsoft Excel 2010

This course is designed for beginner users who have little or no understanding, knowledge of, or experience in using Microsoft Excel.

2 Day

\$425

Introduction to Microsoft Project 2010

This course is for people who have no prior knowledge or would like to review the fundamentals of Microsoft Project to create project plans to assist in project management.

2 Days

\$425

Introduction to Microsoft Word 2010

This course is designed for beginner users who have little or no understanding, knowledge of, or experience in using Microsoft Word.

2 Days

\$425

Leading at the Frontline

This course provides a comprehensive introduction to people leadership in the context of frontline teams.

1 Day

\$405

Leading with Emotional Intelligence

This course provides a comprehensive and practical guide to using emotional intelligence as a valuable skill in the workplace.

1 Day

\$405

Negotiation Skills

This course explores a variety of proven techniques that you can use in your negotiations with others. It equips you with practical tools to exercise assertive influence when managing negotiations.

2 Days

\$695

Problem Solving & Decision Making

This course provides you with the skills you need to solve problems efficiently and make decisions that are aligned to business goals.

1 Day

\$405

Project Management Fundamentals

This course provides the comprehensive foundations you need to effectively initiate and manage workplace projects.

2 Days

\$695

Safe Work Practices

This course offers essential learning for anyone concerned with the protection and wellbeing of others in the work environment.

1 Day

\$405

The New Supervisor

This course is a highly accessible, interactive and practical program that will provide you with the skills and knowledge you need to successfully transition from team member to team leader.

2 Days

\$695

Work Priorities

This course provides you with practical tools and techniques to set meaningful goals and realistic plans to achieve them.

1 Day

\$405

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