

CDU/AIM Short Courses in Darwin: 2014

2014 course offerings	Days	Feb	Mar	Apr	May	Jun	Aug	Sep	Oct	Nov	Cost
Accounting for Non-Accountants *	2				26 & 2						\$850
Applied Project Management *	3								21—23		\$1275
Assertiveness Techniques *	2		18 & 19								\$850
Behavioural Interview Skills *	1					17					\$425
Complex Negotiations *	2									5 & 6	\$850
Dealing with Difficult Situations *	1			15							\$425
Effective Business Writing *	2		5 & 6					16 & 17			\$850
Effective Communications *	2						20 & 21				\$850
Foster Innovation and Improvement *	1						14				\$425
Leading at the Frontline *	1	20									\$425
Leading with Emotional Intelligence *	1							9			\$425
Managing in the Moment *	1									27	\$425
Microsoft Excel 2010 - Level 1	1		21					26			\$425
Microsoft Excel 2010 - Level 2	1				2				31		\$425
Microsoft Excel 2010 - Level 3	1					13				28	\$425
Negotiating Skills *	2				28 & 29						\$850
New Supervisor *	2			2 & 3				24 & 25			\$850
Operational Planning *	1									11	\$425
Problem Solving and Decision Making *	2				22						\$850
Professional Presentations *	2								15 & 16		\$850
Professional Skills for Executive Assistants *	1							3 & 4			\$425
Project Management Fundamentals *	2				20 & 21						\$850
Resolving Conflict *	2								28 & 29		\$850
Time Management *	2	25 & 26									\$850
Work Priorities *	1		11				28				\$425
Writing Effective Minutes *	1	18							9		\$425
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* AIM courses

See over for course description

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

10% Discount applies for:

•AIM members •Not for profit organisations •Group enrolments of 3 or more in the same course



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Accounting for Non Accountants

This course provides a comprehensive overview of all aspects of financial accounting.

2 Days

\$850

Applied Project Management

Providing a broad exploration of project management best practice, this course will give you an understanding of all aspects of the project management lifecycle.

3 Days

\$1275

Assertiveness Techniques

This course will provide you with personal insight into the ways in which you respond to different people, situations and events.

2 Days

\$850

Behavioural Interview Skills

This course will introduce you to the tools and skills required to conduct fair and equitable workplace interviews.

1 Day

\$425

Complex Negotiations

This course will provide you with personal insight into the ways in which you respond to different people, situations and events.

2 Days

\$850

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

\$425

Effective Business Writing

This course provides you with practical tools and techniques to effectively develop professional business communications.

2 Days

\$850

Effective Communication

This course will enable you to gain a better understanding of your communication style and how it impacts your interactions with others.

2 Days

\$850

Foster Innovation and Improvement

This course provides you with the skills, knowledge and insight to effectively take the lead in using innovation to realise business outcomes.

1 Day

\$425

Leading at the Frontline

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

1 Day

\$425

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

\$425

Managing in the Moment

This course provides you with the skills you need to confidently address real-time situations even when you least expect them.

1 Day

\$425

Microsoft Excel 2010 – Level 1

This course is designed for users new to Microsoft Excel 2010 and spreadsheeting.

1 Day

\$425

Microsoft Excel 2010 – Level 2

This course is designed for existing users of Excel who would like to expand their skills and knowledge and learn more of the techniques associated with creating better and more productive workbooks.

1 Day

\$425

Microsoft Excel 2010 – Level 3

This course is designed for users who need to use some of the more advanced features of Microsoft Excel 2010.

1 Day

\$425

Negotiating Skills

This course explores a variety of proven techniques that you can use in your negotiations with others.

2 Days

\$850

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

\$850

Operational Planning

This course provides a practical guide to the development and implementation of operational plans.

1 Day

\$425

Problem Solving and 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

\$425

Professional Presentations

This course focuses on developing the skills you need to present, plan and deliver successful presentations.

2 Days

\$850

Professional Skills for Executive Assistants

This course explores the strategic skills of communication, influence and priority management required to undertake the challenging yet underestimated role of executive support.

2 Days

\$850

Project Management Fundamentals

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

2 Days

\$850

Resolving Conflict

This course provides an in-depth exploration of the drivers of conflict and the skills you need to effectively intervene and facilitate positive outcomes.

2 Days

\$850

Time Management

This course gives you the tools, techniques and strategies to maximise your effectiveness, minimise wasted time, and control your workload.

2 Days

\$850

Work Priorities

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

1 Day

\$425

Writing Effective Minutes

This course provides practical tools and techniques for ensuring that meeting minutes provide a record of decisions made by teams, work groups and committees.

1 Day

\$425

Contact us:

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