

TRAINING PROGRAM SCHEDULE

JANUARY – JUNE, 2008

| Program | Duration | Sydney | Melbourne | Brisbane | Adelaide |
|---|----------|------------------------------------|-------------------------------|-------------------------------|----------|
| <u>Dealing with Difficult People</u> | 1 Day | <u>02 Apr</u> | <u>11 Mar</u> | | |
| <u>Powerful Presentation Skills</u> | 1 Day | <u>28 Feb</u> | <u>28 Mar</u> | <u>17 Apr</u> | |
| <u>Think on Your Feet</u> | 1 Day | <u>04 Mar</u> | <u>31 Mar</u> | <u>09 May</u> | |
| <u>Business Writing Intensive</u> | ½ day | <u>07 Mar</u> | <u>14 Mar</u> | <u>21 May</u> | |
| <u>Coaching Skills for Managers</u> | 1 Day | | <u>18 Apr</u> | <u>11 Apr</u> | |
| <u>Powerful Selling Skills</u> | 1 Day | <u>17 Mar</u> | <u>07 Apr</u> | | |
| <u>Finance for Non-Finance Managers</u> | 1 Day | <u>11 Apr</u> | | | |
| <u>Project Management Fundamentals</u> | 2 Days | <u>12 – 13 May</u> | | | |
| <u>Exceptional Customer Service</u> | 1 Day | | | <u>15 May</u> | |

