



OCTOBER-DECEMBER 2020
Short Course Training Schedule – Virtual
Delivery

OCTOBER 2020	DATES	DURATION	TIME	PRICE PER PERSON
Webinar Series: Leading from the Front	2/10/2020	6 x 1 hour	12.30pm-1.30pm	\$450 Inc GST
	16/10/2020		12:30pm-1:30pm	
	30/10/2020		12:30pm-1:30pm	
	13/11/2020		11.00am-12.00pm	
	27/11/2020		12:30pm-1:30pm	
	11/12/2020		12:30pm-1:30pm	
Armed Robbery Awareness	6/10/2020	2 hours	9am-11am	\$330 Inc GST
Managing Teams Remotely *Return by popular demand	6/10/2020	1 hour	10.30am-11.30am	\$82.50 Inc GST
Working Remotely *Return by popular demand	6/10/2020	1 hour	2pm-3pm	\$82.50 Inc GST
Resilience During Change *Return by popular demand	6/10/2020	1 hour	12.30pm-1.30pm	\$82.50 Inc GST
Dealing with Hostile and Violent People	7/10/2020	3 hours	9am-12pm	\$380 Inc GST
Managing Poor Performance (3 x 2-hour workshops)	7/10/2020	2 hours	1pm-3pm	\$450 Inc GST
	12/10/2020	2 hours	2pm-4pm	
	14/10/2020	2 hours	2pm-4pm	
Authorised Persons	7/10/2020	3.5 hours	9.30am-1pm	\$350 Inc GST
Report Writing	8/10/2020	1-day Brisbane Instructor Led Workshop	9.30am-4pm	\$450 Inc GST Brisbane Location
Power of Public Speaking and Storytelling	8/10/2020	2 hours	9.30am-11.30am	\$495 Inc GST
Social Media for Elected Members	13/10/2020	3 hours	9am-12pm	\$330 Inc GST
Social Media for Local Government	14/10/2020	3 hours	9am-12pm	\$330 Inc GST
Small Animal First Aid	15/10/2020	2 hours	9am-11am	\$330 Inc GST
WHS Due Diligence for Supervisors and Managers	13/10/2020	3 hours	9am-12pm	\$380 Inc GST
Essential Supervisory Skills ***NEW	14/10/2020	3.5 hours	9am-12.30pm	\$550 Inc GST
Risk Assessment and Management	14/10/2020	1 day	9am-4pm	\$450 Inc GST
Body Worn Cameras	14/10/2020	3.5 hours	9am-12.30pm	\$350 Inc GST
Recruitment and Interview Techniques	15/10/2020	1 day	9am-4pm	\$450 Inc GST
Investigation Fundamentals (Inc. Issuing Infringement Notices)	15/10/2020	1 day	9am-4pm	\$450 Inc GST
Creating a Customer Experience ***NEW	15/10/2020	3.5 hours	9am-12.30pm	\$550 Inc GST
Cyber Security Fundamentals *Return by popular demand	20/10/2020	2.5 hours	1.30am-4pm	\$290 Inc GST
Zoonosis	22/10/2020	2 hours	9am-11am	\$330 Inc GST

NOVEMBER 2020	DATES	DURATION	TIME	PRICE PER PERSON
Webinar Series: Dealing with Workplace Conflict	5/11/2020	6 x 1 hour	12.30pm-1.30pm	\$450 Inc GST
	19/11/2020		12.30pm-1.30pm	
	3/12/2020		12.30pm-1.30pm	
	17/12/2020		12.30pm-1.30pm	
	14/01/2021		12.30pm-1.30pm	
	28/01/2021		12.30pm-1.30pm	
Webinar Series: Maximising Performance with Better Conversations	5/11/2020	6 x 1 hour	11.00am-12.00pm	\$550 Inc GST <i>*Includes signed copy of Tim Baker's "Bringing the Human Being Back to Work"</i>
	19/11/2020		11.00am-12.00pm	
	3/12/2020		11.00am-12.00pm	
	17/12/2020		11.00am-12.00pm	
	14/01/2021		11.00am-12.00pm	
	28/01/2021		11.00am-12.00pm	
Procurement Fundamentals	4/11/2020	1-day	9am-4pm	\$450 Inc GST
Investigation Fundamentals (Inc. Issuing Infringement Notices)	5/11/2020	1-day	9am-4pm	\$450 Inc GST
Animal Management (Cats and Dogs) Act 2008	5/11/2020	1 day	9am-3pm	\$450 Inc GST
Social Media for Elected Members	10/11/2020	3 hours	9am-12pm	\$330 Inc GST
Armed Robbery Awareness	10/11/2020	2 hours	9am-11am	\$330 Inc GST
Social Media for Local Government	11/11/2020	3 hours	9am-12pm	\$330 Inc GST
Dealing with Hostile and Violent People	11/11/2020	3 hours	9am-12pm	\$380 Inc GST
Fraud Awareness for Local Government <i>*Return by popular demand</i>	12/11/2020	1.5 hours	9am-10.30am	\$275 Inc GST
Power of Public Speaking and Storytelling ***NEW	18/11/2020	2 hours	9.30am-11.30am	\$495 Inc GST
Fraud Awareness for Supervisors and Managers <i>*Return by popular demand</i>	19/11/2020	3 hours	9am-12pm	\$352 Inc GST
Breed ID	19/11/2020	1-day	9am-3pm	\$450 Inc GST
Excel Shortcuts, Tips and Tricks ***NEW	24/11/2020	2 hours	9am-11am	\$300 Inc GST
Cyber Security Fundamentals <i>*Return by popular demand</i>	26/11/2020	2.5 hours	9am-11.30am	\$290 Inc GST
Deliver Responsible Pet Ownership Education in Schools	26/11/2020	1-day	9am-3pm	\$450 Inc GST
Word Shortcuts, Tips and Tricks ***NEW	1/12/2020	2 hours	9am-11am	\$300 Inc GST

DECEMBER 2020	DATES	DURATION	TIME	PRICE PER PERSON
Microsoft Word Shortcuts, Tips and Tricks ***NEW	1/12/2020	2 hours	9am-11am	\$242 Inc GST
Body Worn Cameras	2/12/2020	3.5 hours	9am-12.30pm	\$350 Inc GST
Managing Poor Performance	2/12/2020	1 day	9am-4pm	\$450 Inc GST
Investigation Fundamentals (Inc. Issuing Infringement Notices)	3/12/2020	1 day	9am-4pm	\$450 Inc GST
Risk Assessment and Management	7/12/2020	3.5 hours	9am-12.30pm	\$350 Inc GST
Authorised Persons	8/12/2020	3.5 hours	9.30am-1pm	\$350 Inc GST
WHS Due Diligence for Supervisors and Managers	8/12/2020	3 hours	9am-12pm	\$330 Inc GST
Creating a Customer Experience ***NEW	8/12/2020	3.5 hours	9am-12.30pm	\$550 Inc GST
Essential Supervisory Skills ***NEW	9/12/2020	3.5 hours	9am-12.30pm	\$550 Inc GST
Business Writing Essentials	9/12/2020	5 hours	9am-2pm	\$450 Inc GST

Peak's Virtual Training

Peak Services is currently using Zoom Virtual Video Conferencing to deliver training. Zoom is in real time with face to face discussions, just like a classroom environment.

For any first-time users of **ZOOM Video Conferencing**, you may like to review this YouTube video.

<https://www.youtube.com/watch?v=kh50kValdAY>

Also important to note:

- Use Chrome as your internet browser
- Each person, where possible to have their own pc/laptop
- Webcam so we can see each other
- Audio so we can hear each other
- If using Zoom for the first time, you will be prompted to download the Zoom plugin. This takes seconds...and is the click of a button.

For further details, please call Patricia Paolini at Peak Services on:

Ph: 07 3000 2104 or Email us at training@wearepeak.com.au

