



November-December 2020

Virtual Short Course Training Schedule

Buy 1, Get 50% Off 2nd booking

**must be purchased within the same course, same date - Nov-Dec 2020 only*

NOVEMBER 2020	DATES	DURATION	TIME	PRICE PER PERSON
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	12/11/2020	1.5 hours	9am-10.30am	\$275 Inc GST
Asset Management Fundamentals ***NEW	12/11/2020	1-day	9am-3pm	\$450 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	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	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

