



January-June 2021 Short Course Training Schedule – Virtual Delivery

JANUARY 2021	DATES	DURATION	TIME	PRICE INC GST
Armed Robbery Awareness	19/01/2021	2 hours	9am-11am	\$330
Dealing with Hostile and Violent People	20/01/2021	3 hours	9am-12pm	\$380
Essential Supervisory Skills	21/01/2021	3.5 hours	9am-12.30pm	\$450
Authorised Persons	27/01/2021	3.5 hours	9.30am-1pm	\$330
Fraud Awareness for Local Government	28/01/2021	1.5 hours	9am-10.30am	\$275
Body Worn Cameras	28/01/2021	3 hours	9am-12pm	\$350
Understanding Local Government Finance	28/01/2021	1 day	9am-4pm	\$480
FEBRUARY 2021	DATES	DURATION	TIME	PRICE INC GST
Risk Assessment and Management	08/02/2021	1 day	9am-4pm	\$450
Social Media for Elected Members	09/02/2021	3 hours	9am-12pm	\$330
Asset Management Fundamentals	10/02/2021	1 day	9am-3pm	\$450
Animal Management (Cats and Dogs) Act 2008	11/02/2021	1 day	9am-3pm	\$450
Power of Public Speaking and Storytelling	11/02/2021	2 hours	9.30am-11.30am	\$495
Presentation Skills Masterclass	16/02/2021	1 day	9am-3pm	\$550
Building Local Government Leaders	16/02/2021	1 day	9am-4pm	\$480
Breed ID	18/02/2021	1 day	9am-3pm	\$450
Authorised Persons	23/02/2021	3.5 hours	9.30am-1pm	\$330
Excel Shortcuts Tips and Tricks	23/02/2021	2 hours	9am-11am	\$242
Word Shortcuts Tips and Tricks	25/02/2021	2 hours	9am-11am	\$242
Investigation Fundamentals (Inc. Issuing Infringement Notices)	25/02/2020	1 day	9am-4pm	\$450
Media Relations and Speech Writing	26/02/2021	3 hours	9.30am-12.30am	\$550

MARCH 2021	DATES	DURATION	TIME	PRICE INC GST
Fraud Awareness for Supervisors and Managers	4/03/2021	3 hours	9am-12pm	\$352
Dealing with Hostile and Violent People	9/03/2021	3 hours	9am-12pm	\$380
Deliver Responsible Pet Ownership Education in Schools	11/03/2021	4 hours	9am-1pm	\$330
Power of Public Speaking and Storytelling	11/03/2021	2 hours	9.30am-11.30am	\$495
WHS Due Diligence for Supervisors and Managers	15/03/2021	3 hours	9am-12pm	\$352
Social Media for Local Government	16/03/2021	3 hours	9am-12pm	\$330
Governance and Ethics in Local Government	16/03/2021	1 day	9am-4pm	\$480
Business Writing Essentials	18/03/2021	1 day	9am-4pm	\$450
Investigation Fundamentals (Inc. Issuing Infringement Notices)	25/03/2020	1 day	9am-4pm	\$450
Media Relations and Speech Writing	26/03/2021	3 hours	9.30am-12.30am	\$550
Authorised Persons	30/03/2021	3.5 hours	9.30am-1pm	\$330

APRIL 2021	DATES	DURATION	TIME	PRICE INC GST
Asbestos Awareness	06/04/2021	2 hours	9am-11am	\$242
Social Media for Elected Members	13/04/2021	3 hours	9am-12pm	\$330
Armed Robbery Awareness	13/04/2021	2 hours	9am-11am	\$330
Presentation Skills Masterclass	14/04/2021	1 day	9am-3pm	\$550
Asset Management Fundamentals	14/04/2021	1 day	9am-3pm	\$450
Understanding Local Government Finance	15/04/2021	1 day	9am-4pm	\$480
Power of Public Speaking and Storytelling	22/04/2021	2 hours	9.30am-11.30am	\$495
Authorised Persons	27/04/2021	3.5 hours	9.30am-1pm	\$330
Body Worn Cameras	22/04/2021	3 hours	9am-12pm	\$350
Excel Shortcuts Tips and Tricks	28/04/2021	2 hours	9am-11am	\$242
Word Shortcuts Tips and Tricks	29/04/2021	2 hours	9am-11am	\$242
Zoonosis	29/04/2021	2 hours	1pm-3pm	\$330
Small Animal First Aid Training	29/04/2021	2 hours	9am-11am	\$330

MAY 2021	DATES	DURATION	TIME	PRICE INC GST
Risk Assessment and Management	04/05/2022	1 day	9am-4pm	\$450
Power of Public Speaking and Storytelling	07/05/2021	2 hours	9.30am-11.30am	\$495
Dealing with Hostile and Violent People	11/05/2021	3 hours	9am-12pm	\$380
Social Media for Local Government	11/05/2021	3 hours	9am-12pm	\$330
Business Writing Essentials	12/05/2021	1 day	9am-4pm	\$450
Animal Management (Cats and Dogs) Act 2008	13/05/2021	1 day	9am-3pm	\$450
Essential Supervisory Skills	13/05/2021	3.5 hours	9am-12.30pm	\$450
Building Local Government Leaders	18/05/2021	1 day	9am-4pm	\$480
Investigation Fundamentals (Inc. Issuing Infringement Notices)	20/05/2020	1 day	9am-4pm	\$450
Media Relations and Speech Writing	20/05/2021	3 hours	9.30am-12.30am	\$550
Authorised Persons	25/05/2021	3.5 hours	9.30am-1pm	\$330
Breed ID	27/05/2021	1 day	9am-3pm	\$450
Risk Assessment and Management	04/05/2022	3.5 hours	9am-12.30pm	\$350
JUNE 2021	DATES	DURATION	TIME	PRICE INC GST
Fraud Awareness for Supervisors and Managers	3/06/2021	3 hours	9am-12pm	\$352
Excel Shortcuts Tips and Tricks	9/06/2021	2 hours	9am-11am	\$242
Fraud Awareness for Local Government	10/06/2021	1.5 hours	9am-10.30am	\$275
Deliver Responsible Pet Ownership Education in Schools	10/06/2021	1 day	9am-3pm	\$450
Word Shortcuts Tips and Tricks	10/06/2021	2 hours	9am-11am	\$242
Power of Public Speaking and Storytelling	16/06/2021	2 hours	9.30am-11.30am	\$495
Social Media for Elected Members	15/06/2021	3 hours	9am-12pm	\$330
Presentation Skills Masterclass	15/06/2021	1 day	9am-3pm	\$550
Armed Robbery Awareness	16/06/2021	2 hours	9am-11am	\$330
Governance and Ethics in Local Government	22/06/2021	1 day	9am-4pm	\$480
Body Worn Cameras	24/06/2021	3 hours	9am-12pm	\$350
WHS Due Diligence for Supervisors and Managers	25/06/2021	3 hours	9am-12pm	\$380
Power of Public Speaking and Storytelling	25/06/2021	2 hours	9.30am-11.30am	\$495

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:

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