



JANUARY– JUNE 2022

Virtual Classroom

Short Course Calendar

JANUARY 2022	DATES	DURATION	TIME	PRICE INC GST
Authorised Persons	Thursday 27	3.5 hours	9.30am-1pm	\$350
Deliver Responsible Pet Ownership Education in Schools	Tuesday 18	4 hours	9am-1pm	\$350
Investigation Fundamentals	Thursday 20	1 day	9am-3pm	\$475
Creating a Customer Experience	Thursday 20	1 day	9am-2pm	\$495
Dealing with Hostile and Violent People	Tuesday 18	3 hours	9am-12pm	\$400
Community Engagement NEW	Tuesday 18	1 day	9.30am-3.30pm	\$475
Social Media for Local Government	Tuesday 18	3 hours	9am-12pm	\$350
Presentation Skills Masterclass	Thursday 27	1 day	9am-3pm	\$550
Personal Productivity	Thursday 20	1 day	9.30am-3.30pm	\$475
Cyber Security Fundamentals	Thursday 27	2.5 hours	1pm - 3:30pm	\$350

FEBRUARY 2022	DATES	DURATION	TIME	PRICE INC GST
Animal Management (Cats and Dogs) Act 2008	Tuesday 1	1 day	9am-3pm	\$475
Media Relations and Speech Writing	Thursday 10	3 hours	1pm-4pm	\$550
Body Worn Cameras	Wednesday 2	3 hours	9am-12pm	\$350
Risk Assessment and Management	Tuesday 15	3 hours	9am-12pm	\$450
WHS Due Diligence for Supervisors and Managers	Tuesday 15	3 hours	1pm-4pm	\$450
Prepare Advice for Council NEW	Thursday 17	1 day	9am-3pm	\$475
Governance and Ethics in Local Government	Thursday 17	1 day	9am-3pm	\$495
Local Laws Officer Fundamentals	Tuesday 15	1 day	9am-3pm	\$475
Breed ID	Tuesday 8	1 day	9am-3pm	\$475
Building Local Government Leaders	Wednesday 23	1 day	9am-3pm	\$495
Essential Supervisory Skills	Tuesday 8	3.5 hours	9am-12.30pm	\$475
Emotional Intelligence Face to Face training Peak Services, Level 1, 25 Evelyn Street Newstead 4006	Thursday 24	1 day	9am-4pm	\$475
Business Writing Essentials Face to Face training Peak Services, Level 1, 25 Evelyn Street Newstead 4006	Wednesday 23	1 day	9am-4pm	\$475
Media and Communication Masterclass	Inhouse only	1 day	9.30am-3.30pm	On Request
Minute Takers Workshop Face to Face training Peak Services, Level 1, 25 Evelyn Street Newstead 4006	Wednesday 9	1 day	9am-4pm	\$475
Time and Prioritisation Skills	Tuesday 22	1 day	9am-3pm	\$495
Cyber Security Fundamentals	Thursday 24	2.5 hours	1pm - 3:30pm	\$350

MARCH 2022		DATES	DURATION	TIME	PRICE INC GST
Investigating Dog Attacks	NEW	Thursday 10 March	1 day	9am-3pm	\$475
Owning Your Online Presence	NEW	Thursday 24	2 hours	1pm-3pm	\$495
Authorised Persons		Tuesday 23	3.5 hours	9.30am-1pm	\$350
Policy Development Workshop	NEW	Wednesday 16	1 day	9am-3pm	\$475
Communication for Managers		Thursday 25	1 day	9.30am-3.30pm	\$475
Understanding Local Government Finance		Tuesday 22	1 day	9am-3pm	\$495
Dealing with Hostile and Violent People		Tuesday 8	3 hours	9am-12pm	\$400
Deliver Responsible Pet Ownership Education in Schools		Tuesday 8 9am-1pm	4 hours	9am-1pm	\$350
Creating a Customer Experience		Tuesday 15	1 day	9am-2pm	\$495
Cyber Security Fundamentals		Thursday 24	2.5 hours	1pm - 3:30pm	\$350
Effective Delegation		Tuesday 15	1 day	9.30am-3.30pm	\$475
Negotiation Skills		Thursday 17	1 day	9.30am-3.30pm	\$475
Zoonosis		Tuesday 8 2pm-4pm	2 hours	2pm-4pm	\$350
Interpersonal Skills		Wednesday 9	1 day	9.30am-3.30pm	\$475
Small Animal First Aid		Tuesday 22	2 hours	1pm-3pm	\$350

APRIL 2022	DATES	DURATION	TIME	PRICE INC GST
Presentation Skills Masterclass	Tuesday 5	1 day	9am-2pm	\$495
New Supervisor Skills	Wednesday 6	1 day	9.30am-3.30pm	\$475
Business Writing Essentials Face to Face training Peak Services, Level 1, 25 Evelyn Street Newstead 4006	Wednesday 23	1 day	9am-4pm	\$475
Media Relations and Speech Writing	Thursday 28	3 hours	1pm-4pm	\$550
Personal Productivity	Tuesday 5	1 day	9am-3pm	\$475
Building Local Government Leaders	Wednesday 27	1 day	9am-3pm	\$495
Essential Supervisory Skills	Wednesday 6	3.5 hours	9am-12.30pm	\$475
Community Engagement NEW	Wednesday 6	1 day	9.30am-3.30pm	\$475
Investigation Fundamentals	Wednesday 20	1 day	9am-3pm	\$475
Breed ID	Tuesday 5	1 day	9am-3pm	\$475
Emotional Intelligence Face to Face training Peak Services, Level 1, 25 Evelyn Street Newstead 4006	Thursday 21	1 day	9am-4pm	\$475
Social Media for Local Government	Tuesday 19	3 hours	9am-12pm	\$350
Cyber Security Fundamentals	Thursday 21	2.5	1pm - 3:30pm	\$350
Animal Management (Cats and Dogs) Act 2008	Tuesday 12	1 day	9am-3pm	\$475
Tactical Assertive Communication	Wednesday 13	3.5 hours	9am-12.30pm	\$475

MAY 2022		DATES	DURATION	TIME	PRICE INC GST
Investigating Dog Attacks	NEW	Thursday 12 May	1 day	9am-3pm	\$475
Body Worn Cameras		Tuesday 10	3 hours	9am-12pm	\$350
Authorised Persons		Thursday 19	3.5 hours	9.30am-1pm	\$350
Governance and Ethics in Local Government		Thursday 12	1 day	9am-3pm	\$495
Local Laws Officer Fundamentals		Wednesday 25	1 day	9am-3pm	\$475
Dealing with Hostile and Violent People		Tuesday 3	3 hours	9am-12pm	\$400
Owning Your Online Presence	NEW	Tuesday 17	2 hours	1pm-3pm	\$495
Media and Communication Masterclass		Inhouse only	1 day	9.30am-3.30pm	On Request
Risk Assessment and Management		Tuesday 15	3 hours	9am-12pm	\$450
WHS Due Diligence for Supervisors and Managers		Tuesday 15	3 hours	1pm-4pm	\$450
Prepare Advice for Council	NEW	Wednesday 18	1 day	9am-3pm	\$475
Minute Takers Workshop Peak Services, Level 1, 25 Evelyn Street Newstead 4006	Face to Face training	Tuesday 10	1 day	9am-4pm	\$475
Deliver Responsible Pet Ownership Education in Schools		Tuesday 24 9am-1pm	4 hours	9am-1pm	\$350
Cyber Security Fundamentals		Thursday 26	2.5 hours	1pm - 3:30pm	\$350
Zoonosis		Tuesday 24 2pm-4pm	2 hours	2pm-4pm	\$350
Creating a Customer Experience		Wednesday 4	1 day	9am-2pm	\$495

JUNE 2022	DATES	DURATION	TIME	PRICE INC GST
Breed ID	Tuesday 14	1 day	9am-3pm	\$475
Policy Development Workshop NEW	Wednesday 15	1 day	9am-3pm	\$475
Essential Supervisory Skills	Tuesday 7	3.5 hours	9am-12.30pm	\$475
Business Writing Essentials Face to Face training Venue: Peak Services, Level 1, 25 Evelyn Street Newstead 4006	Wednesday 1	1 day	9am-4pm	\$475
Effective Delegation	Tuesday 7	1 day	9am-3pm	\$475
Investigation Fundamentals	Tuesday 14	1 day	9am-3pm	\$475
Presentation Skills Masterclass	Wednesday 8	1 day	9am-3pm	\$550
Personal Productivity	Wednesday 8	1 day	9am-3pm	\$475
Cyber Security Fundamentals	Thursday 23	2.5 hours	1pm - 3:30pm	\$350
Emotional Intelligence Face to Face training Venue: Peak Services, Level 1, 25 Evelyn Street Newstead 4006	Thursday 2	1 day	9am-4pm	\$475
Understanding Local Government Finance	Tuesday 21	1 day	9am-3pm	\$495
Time and Prioritisation Skills	Thursday 9	1 day	9am-3pm	\$495
Small Animal First Aid	Tuesday 21	2 hours	1pm-3pm	\$350

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

