

Virtual Classroom Short Course Calendar

July – December 2022

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DATES	Virtual Workshop	Duration	Time	Price inc GST
5	<u>Presentation Skills Masterclass</u>	1 hour webinar	9.00am-10.00am	\$200
5	<u>Dealing with Hostile and Violent People</u>	1 hour webinar	11.00am-12.00pm	\$200
5	<u>Essential Supervisory Skills</u>	1 hour webinar	2.00pm-3.00pm	\$200
6	<u>Alcohol and Drug Awareness</u>	1 day	9.00am-3.00pm	\$475
12	<u>Community Engagement</u>	1 day	9.30am-3.30pm	\$475
12	<u>Breed ID</u>	1 day	9.00am-3.00pm	\$475
13	<u>Investigating Dog Attacks</u>	1 day	9.00am-3.00pm	\$475
13	<u>Mediation Skills</u>	1 day	9.00am-3.00pm	\$475
14	<u>Understanding Local Government</u>	1 day	9.30am-3.30pm	\$475
15	<u>Media Relations and Speech Writing</u>	3 hours	1.00pm-4.00pm	\$550
19	<u>Minute Takers Workshop</u>	1 day	9.30am-3.30pm	\$475
19	<u>Animal Management (Cats and Dogs) Act 2008</u>	1 day	9.00am-3.00pm	\$475
19	<u>Preventing Bullying and Harassment</u>	1 day	9.00am-3.00pm	\$475
20	<u>Developing High Performance Teams</u>	1 day	9.00am-3.00pm	\$475
21	<u>Social Media for Local Government</u>	3 hours	9.00am-12.00pm	\$350
21	<u>Managing Poor Performance</u>	1 day	9.30am-3.30pm	\$475
21	<u>Understanding Local Government Finance</u>	1 day	9.00am-4.00pm	\$495
26	<u>Effective Delegation</u>	1 day	9.30am-3.30pm	\$475
28	<u>Authorised Persons</u>	3.5 hours	9.30am-1.00pm	\$350



August
2022

DATES	Virtual Workshop	Duration	Time	Price inc GST
2	<u>Prepare Advice for Council</u>	1 day	9.30am-3.30pm	\$475
4	<u>Local Laws Officer Fundamentals</u>	1 day	9.30am-3.30pm	\$475
9	<u>Deliver Responsible Pet Ownership Education in Schools</u>	4 hours	9.00am-1.00pm	\$350
9	<u>Zoonosis</u>	1 day	9.30am-3.30pm	\$475
11	<u>Emotional Intelligence</u>	1 day	9.30am-3.30pm	\$475
16	<u>Time and Prioritisation Skills</u>	1 hour webinar	9.00am-10.00am	\$200
16	<u>Dealing with Hostile and Violent People</u>	1 hour webinar	11.00am-12.00pm	\$200
17	<u>Investigating Dog Attacks</u>	1 day	9.30am-3.30pm	\$475
17	<u>Recruitment and Selection</u>	1 day	9.00am-3.00pm	\$475
19	<u>Personal Productivity</u>	1 day	9.00am-3.00pm	\$475
23	<u>Investigation Fundamentals (Inc. Issuing Infringement Notices)</u>	2 hours	9.00am-11.00am	\$350
23	<u>Communication for Managers</u>	1 day	9.30am-3.30pm	\$475
23	<u>WHS Due Diligence for Supervisors and Managers</u>	3 hours	9.00am-12.00pm	\$450
23	<u>WHS Risk Management</u>	3 hours	1.00pm-4.30pm	\$450
24	<u>Managing your Manager's and Community Expectations (for EAs/PAs)</u>	1 day	9.00am-3.00pm	\$475
25	<u>Negotiation Skills</u>	1 day	9.00am-3.00pm	\$475
25	<u>Communication for Managers</u>	1 day	9.30am-3.30pm	\$475
31	<u>Governance and Ethics in Local Government</u>	1 day	9.00am-4.00pm	\$495
31	<u>Facilitation Skills</u>	1 day	9.00am-3.00pm	\$475



DATES	Virtual Workshop	Duration	Time	Price inc GST
1	<u>Authorised Persons</u>	3.5 hours	9.30am-1.00pm	\$350
1	<u>Building Local Government Leaders</u>	1 day	9.00am-4.00pm	\$495
6	<u>Managing Poor Performance</u>	1 day	9.30am-3.30pm	\$475
7	<u>Media Relations and Speech Writing</u>	3 hours	1.00pm-4.00pm	\$550
7	<u>Mediation Skills</u>	1 day	9.00am-3.00pm	\$475
8	<u>Effective Delegation</u>	1 day	9.30am-3.30pm	\$475
8	<u>Social Media for Local Government</u>	3 hours	9.00am-12.00pm	\$350
8	<u>Managing Change and Uncertainty</u>	1 day	9.00am-3.00pm	\$475
9	<u>Investigating Dog Attacks</u>	1 day	9.00am-3.00pm	\$475
13	<u>Interpersonal Skills</u>	1 day	9.30am-3.30pm	\$475
13	<u>Performance Management</u>	1 day	9.00am-3.00pm	\$475
15	<u>Understanding Local Government Finance</u>	1 day	9.00am-4.00pm	\$495
20	<u>Creating a Customer Experience</u>	1 hour webinar	11.00am-12.00pm	\$200
20	<u>Essential Supervisory Skills</u>	1 hour webinar	9.00am-10.00am	\$200
20	<u>Dealing with Hostile and Violent People</u>	1 hour webinar	2.00pm-3.00pm	\$200
21	<u>Getting Win-Win Outcomes</u>	1 day	9.00am-3.00pm	\$475
29	<u>Recruitment and Selection</u>	1 day	9.00am-3.00pm	\$475



October
2022

DATES	Virtual Workshop	Duration	Time	Price inc GST
4	<u>Minute Takers Workshop</u>	1 day	9.30am-3.30pm	\$475
5	<u>Alcohol and Drug Awareness</u>	1 day	9.00am-3.00pm	\$475
6	<u>Negotiation Skills</u>	1 day	9.30am-3.30pm	\$475
11	<u>Animal Management (Cats and Dogs) Act 2008)</u>	1 day	9.00am-3.00pm	\$475
11	<u>Communication for Managers</u>	1 day	9.30am-3.30pm	\$475
11	<u>Developing High Performing Teams</u>	1 day	9.00am-3.00pm	\$475
12	<u>Presentation Skills Masterclass</u>	1 hour webinar	9.00am-10.00am	\$200
12	<u>Policy Development Workshop</u>	3.5 hours	9.00am-12.30pm	\$400
12	<u>Creating a Customer Experience</u>	1 hour webinar	2.00pm-3.00pm	\$200
12	<u>Time and Prioritisation Skills</u>	1 hour webinar	11.00am-12.00pm	\$200
13	<u>Prepare Advice for Council</u>	1 day	9.30am-3.30pm	\$475
18	<u>Community Engagement</u>	1 day	9.30am-3.30pm	\$475
20	<u>Investigating Dog Attacks</u>	1 day	9.00am-3.00pm	\$475
25	<u>Breed ID</u>	1 day	9.00am-3.00pm	\$475
25	<u>Governance and Ethics in Local Government</u>	1 day	9.00am-4.00pm	\$495
25	<u>Giving Constructive Feedback</u>	1 day	9.00am-3.00pm	\$475
27	<u>Facilitation Skills</u>	1 day	9.00am-3.00pm	\$475



DATES	Virtual Workshop	Duration	Time	Price inc GST
3	<u>Understanding Local Government</u>	1 day	9.30am-3.30pm	\$475
3	<u>Social Media for Local Government</u>	3 hours	9.00am-12.00pm	\$350
8	<u>Deliver Responsible Pet Ownership Education in Schools</u>	4 hours	9.00am-1.00pm	\$350
8	<u>Business Writing Essentials</u>	1 day	9.30am-3.30pm	\$475
8	<u>Preventing Bullying and Harassment</u>	1 day	9.00am-3.00pm	\$475
8	<u>Getting Win-Win Outcomes</u>	1 day	9.00am-3.00pm	\$475
9	<u>Media Relations and Speech Writing</u>	3 hours	1.00pm-4.00pm	\$550
10	<u>Emotional Intelligence</u>	1 day	9.30am-3.30pm	\$475
15	<u>Zoonosis</u>	2 hours	9.00am-11.00am	\$350
15	<u>Authorised Persons</u>	3.5 hours	9.30am-1.00pm	\$350
15	<u>Understanding Local Government Finance</u>	1 day	9.00am-4.00pm	\$495
16	<u>Dealing with Hostile and Violent People</u>	1 hour webinar	9.00am-10.00am	\$200
16	<u>Investigating Dog Attacks</u>	1 day	9.00am-3.00pm	\$475
16	<u>Essential Supervisory Skills</u>	1 hour webinar	11.00am-12.00pm	\$200
17	<u>Local Laws Officer Fundamentals</u>	1 day	9.00am-3.00pm	\$475
23	<u>Investigation Fundamentals (Inc. Issuing Infringement Notices)</u>	1 day	9.00am-4.00pm	\$475
29	<u>WHS Due Diligence for Supervisors and Managers</u>	3 hours	9.00am-12.00pm	\$450
29	<u>WHS Risk Management</u>	3 hours	1.00pm-4.00pm	\$450



DATES	Virtual Workshop	Duration	Time	Price inc GST
1	<u>Personal Productivity</u>	1 day	9.30am-3.30pm	\$475
6	<u>Managing Poor Performance</u>	1 day	9.30am-3.30pm	\$475
7	<u>Essential Supervisory Skills</u>	1 hour webinar	9.00am-10.00am	\$200
7	<u>Creating a Customer Experience</u>	1 hour webinar	11.00am-12.00pm	\$200
8	<u>Community Engagement</u>	1 day	9.30am-3.30pm	\$475

