

Short Course & Wellness 2025 Calendar

**All courses are also available for inhouse delivery at your council*

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VIRTUAL WORKSHOP	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	PRICE (inc. GST)
Alcohol and Drug Awareness for Supervisors	28							21				4	\$450
Animal Management (Cats and Dogs) Act 2008	24			4					8				\$500
Artificial Intelligence: My Work Partner			19		28				24				\$500
Asset Management Fundamentals		11				3				21			\$500
Authorised Persons		7				6							\$450
Breed ID	20				19					10			\$500
Change Management (ADKAR)		25				11				9			\$500
Coaching for Excellence				30			9			12	12		\$500
Conflict Resolution					1								\$500
Contract Management				22					17				\$500
Dealing with Confrontational People		13			8			7					\$400
Deliver Responsible Pet Ownership Education in Schools			28					1					\$400
Developing High Performance Teams			4				3				4		\$500
Dropping Anchor Webinars (90 mins)		12			7				17				\$250
Emerging Leaders and Beyond		18			1						20		\$500
Emotional Intelligence			14			16			15				\$500
Governance in Local Government			20				11				6		\$500
Harnessing the Power of Stress					21		23			1		3	\$500
Investigating Dog Attacks				29				19				3	\$500



VIRTUAL WORKSHOP	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	PRICE (inc. GST)
Investigation Fundamentals		27			20				9				\$500
Local Laws Officer Fundamentals			3				14						\$500
Making Meetings Magic (90 mins)							30		24		26		\$330
Managing Teams Remotely			20					6					\$400
Myers-Briggs: Personalities at Work (2-day workshop)										29 Oct + 5 Nov			\$1200
Negotiation Skills		25					8				6		\$500
Positive Communication					28		16			8			\$500
Procurement Advanced		21			15				12				\$500
Procurement Fundamentals	23			30				7				11	\$500
Recruitment and Selection		27					16					2	\$500
Small Animal First Aid (inc. Zoonosis)						6					14		\$450
Social Media for Local Government	29			17			16						\$400
Specification Writing	28					5				9			\$400
Stores and Inventory			26				23						\$500
Strategic Problem Solving						25		13			19		\$500
Successful Meetings Lead to Action							2		10	29		10	\$500
Superior Customer Service		26						27				10	\$500
Superior Time Management								20					\$500
Supervisory Skills 101			13				24				20		\$400
Tendering for Local Government						10				23			\$400
WHS Due Diligence for Supervisors and Managers	30			15				5				2	\$400



INHOUSE PROGRAMS & WELLNESS WEBINARS

MORE LOCAL GOVERNMENT TRAINING PROGRAMS

Microsoft Office Suite

- MS Excel (Intro, Intermed & Advanced)
- MS Word (Intro, Intermed & Advanced)
- MS Project (Intro, Intermed & Advanced)
- MS PowerPoint (MS Level 1 & 2)

Wellness

- [Breaking Bad Habits - Wellness Webinar](#)
- [Change Your Thinking - Wellness Webinar](#)
- [Everyday Resilience – Wellness Webinar](#)
- [Respond with Resilience](#)

Personal and Professional Development

- [Interpersonal Skills](#)
- [Realistic Management Magic](#)
- [Bouncing Bias Behaviours](#)
- [Situational Awareness](#)

Personal and Professional Development cont.

- Team Development
- [Presenting with Influence](#)
- [Fraud Awareness for Local Government](#)
- [Fraud Awareness for Supervisors and Managers](#)
- [Change Management for Leaders](#)

Leadership and Management

- [Leadership Mastery Program](#)
- [Learnable Disciplines of Management](#)
- [Strategic Problem Solving](#)
- [Workplace Culture Re-Alignment](#)
- [Developing High Performance Teams](#)
- [Building Performance Through Reliability](#)
- [Managing Teams Remotely](#)
- [Power of Public Speaking and Storytelling](#)

To arrange your in-house workshops, please contact Patricia Paolini, Business Development Manager Peak Services Training.

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