

PPD TRAINING

PERSONAL AND PROFESSIONAL DEVELOPMENT

RTO# 52080

BOOST your Career | Upskill Yourself NOW | COURSES

Introductory Safety and Health Representative Course

- Occupational Safety and Health Legislation
- Inspections and investigations
- Hazard Identification and risk management
- Communication and representation
- Conflict resolution and Provisional Improvement Notices (PINS)

It is mandatory for the employer to pay all costs associated with attending this course. Can be delivered from our premises or yours.

Running every month. Check the web page.
Group discounts available

(2 Day Refresher also available)
Rockingham or Bunbury

Understanding Your Role as Supervisor 1 Day Workshop

OUR MOST POPULAR SHORT COURSE!!!

- Make the transition from mate to boss
- Motivate, delegate and manage more effectively
- Give clear instructions
- Resolve conflict
- Give feedback and manage poor performance

Rockingham or Bunbury
Call us for the latest dates

Half Day Minute Takers Workshop

- Understand the minute takers role
- Use reporting skills to record necessary items
- Have your own minutes critiqued
- Strategies for improvement established

Time: 9am - 1pm

Writing Reports and Proposals 1 Day Workshop

Tips and techniques to get you writing and presenting professional report and proposals that achieve desired outcomes.

Register your interest NOW

TAE40116 Certificate IV in Training and Assessment

Deliver competency based training & assessment in your workplace. Kick start your study by attending a 5 day introduction followed by self paced study. Enrol anytime and attend on your rostered days off. Flexible completion dates make it easier for you to achieve your study goals.

Running every month in Rockingham and Bunbury

Check out our website for dates and price

TAELLN411 Address adult language, literacy and numeracy skills

The current elective unit TAELLN411 will become a core unit in the Certificate IV in Training and Assessment

TRAINEESHIPS AVAILABLE in Certificate IV in WHS

Conflict Resolution - Dealing with Difficult People 1 Day Workshop

- Why are some people so difficult to work with?
- What makes customers difficult to satisfy?
- How can I deal with conflict in the workplace?

This practical workshop will give you lots of tips to make working with others easier and more productive

Register your interest NOW

BSB41415 Certificate IV in Work Health and Safety

This qualification is suitable for people working in a Work Health and Safety (WHS) role who work to provide leadership and guidance to others and have some limited responsibility for the output of others.

The course reflects the role of workers who apply a broad knowledge base and well developed skills in a wide variety of contexts and may include coordinators, advisors and facilitators.

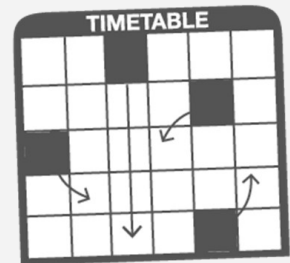
Check out our website for dates and price
Running in Rockingham and Bunbury

TAEASS502 Design and Develop Assessment Tools 2 Day Workshop

Covers the skills and knowledge required to design and to develop assessment tools used to guide the collection of quality evidence, including their application in formative, summative and recognition of prior learning (RPL) assessment.

Running every month. Prices can be found on our website

Flexible Study



Schedule

PPD Training delivers nationally recognised qualifications and customised short courses from your premises or ours.

- ✓ Specialised manual and materials
- ✓ Expert facilitators with current industry knowledge
- ✓ Small interactive classes based on workplace scenarios
- ✓ Ongoing coaching to ensure success

GROW
ACHIEVE
SUCCEED

LEARN

Online

