



PPD TRAINING

PERSONAL AND PROFESSIONAL DEVELOPMENT

Workshop and Training Calendar | March – Jun 2016

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.

Dates: 14-18 Mar | 18-22 April | 23-27 May | 27 Jun-1 Jul

Light lunch Provided Cost: \$950
Group discounts available

TAE40110 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.

Dates: BUNBURY 6-12 April 11-17 May | 15-21 Jun

Cost: \$1800 GST FREE

Professional Development 1 Day Workshops

- Assertive Communication 21 Mar | 4 May
- Basic Microsoft Word 13 Apr
- OH&S in the workplace 31 May
- Bullying and Harassment in the Workplace 14 Apr

Please call 0439 921 260 for prices, more course dates or tailored group/onsite delivery

Group discounts available

Understanding Your Role as Supervisor 1 Day Workshop POPULAR!!!

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

Lunch and refreshment provided

Dates: 1 Apr | 10 Jun
Cost: \$389

Half Day Minute-Takers Workshop

Understand the minute takers role * Use reporting skills to record what is necessary * Have your own minutes critiqued and strategies for improvement established

Dates: 19 May
Cost: \$199 9am-1pm

1 Day Building your Self Esteem and Assertiveness Skills Workshop

Change the way you feel about yourself * What is self esteem * Build & improve * Communicate assertively *

Dates: 8 Jun
Cost: \$389 9am-4pm

ASK US ABOUT EXTERNAL STUDY IN:

*Diploma in Leadership and Management
Certificate IV in Leadership and Management

** Delivered in partnership with HBTA #30831

Diploma / Certificate IV in Work Health and Safety

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.

Dates: 29 Mar | 28 April |

Cost: \$389

TAE40110

Address adult language, literacy and numeracy skills

The current elective unit TAE40110 will very soon become a core unit in the Certificate IV in Training and Assessment

Be one step ahead and ENROL NOW for our one day workshop

Dates: 24 Mar | 26 Apr
30 May

Cost: \$289

REMEMBER!

TAKE ADVANTAGE OF OUR Flexible Study Options

We can work around your busy schedule to help you achieve your qualification.

Onsite Training Provided!

Excel courses available NOW!

PPD Training delivers Nationally Recognised Training and customised short courses from your premises or ours

We offer you:

- Specialised manual and materials
- Experienced and qualified facilitators
- Small interactive classes and a comprehensive learning pathway

GROW
ACHIEVE
SUCCEED

LEARN

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