

Baraka Training & Management

Professional Development Workshop Schedule

January 2012 to December 2012
(Version 1.2)

Gladstone



“Train, grow and re-energise with the Best in Central Queensland!”



baraka
TRAINING & MANAGEMENT

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Baraka Training & Management
Professional Development Workshop Schedule
 (January 2011 – December 2011)

| Workshop | Price (GST incl) | Gladstone |
|--|------------------|---|
| Management Excellence Program Workshop 5 of 5 (Participants can join the program at any stage) | P.O.A. | 2 nd & 3 rd February |
| Certificate IV Training & Assessment – New TAE Program (Formal Qualification for Assessors and Trainers) | \$1750.00 | 6 th – 10 th February |
| The New Supervisor (Refresh and reinvigorate your leadership skills) | \$850.00 | 16 th & 17 th February |
| Diploma Project Management Workshop 1 of 3 (Participants can join the program at any stage) | P.O.A. | 22 nd & 23 rd February |
| Certificate IV Upgrade TAA40104 to New TAE (Formal Qualification Upgrade for Assessors and Trainers) | \$575.00 | 27 th Feb (1/2 day) |
| Mastering Personality Profiling (Understand yourself and others through personality profiles) | \$1000.00 | 6 th & 7 th March |
| Mastering Stress Management (Learn to apply effective strategies for management of stress) | \$475.00 | 15 th March |
| Mastering Conflict Resolution (Explore & utilise a range of functional tools to manage conflict) | \$475.00 | 21 st March |
| Management Excellence Program Workshop 1 of 5 (Participants can join the program at any stage) | P.O.A. | 29 th & 30 th March |
| Certificate IV Training & Assessment – New TAE Program (Formal Qualification for Assessors and Trainers) | \$1750.00 | 16 th – 20 th April |
| Diploma Project Management Workshop 2 of 3 (Participants can join the program at any stage) | P.O.A. | 1 st & 2 nd May |
| Certificate IV Upgrade TAA40104 to New TAE (Formal Qualification Upgrade for Assessors and Trainers) | \$575.00 | 3 rd May (1/2 day) |
| High Impact Training (H.I.T.) (Give your training staff a H.I.T. - Master the art of group facilitation) | \$850.00 | 10 th & 11 th May |
| Mastering Time Management (Manage your choices and be highly effective) | \$475.00 | 21 st May |
| Mastering Negotiation (Master the art of rewarding negotiation) | \$475.00 | 1 st June |
| Certificate IV Training & Assessment – New TAE Program (Formal Qualification for Assessors and Trainers) | \$1750.00 | 18 th – 22 nd June |
| Diploma Project Management Workshop 3 of 3 (Participants can join the program at any stage) | P.O.A. | 28 th & 29 th June |
| Management Excellence Program Workshop 2 of 5 (Participants can join the program at any stage) Cert IV participants (2 nd & 11 th July) Diploma participants (2 nd & 3 rd July) | P.O.A. | 2 nd & 3 rd + 11 th July |

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| Mastering Conflict Resolution (Explore & utilise a range of functional tools to manage conflict) | \$475.00 | 4 th July |
| The New Supervisor (Refresh and reinvigorate your leadership skills) | \$850.00 | 12 th & 13 th July |
| NLP - Mastering Leadership (Neuro linguistic Programming) (Learn & apply powerful strategies to change your professional & personal life direction) | \$2000.00 | 16 th – 20 th July |
| Mastering Customer Service (Uncover the secrets of great Customer Service) | \$475.00 | 26 th July |
| Certificate IV Training & Assessment – New TAE Program (Formal Qualification for Assessors and Trainers) | \$1750.00 | 13 th – 17 th August |
| Diploma Project Management Workshop 1 of 3 (Participants can join the program at any stage) | P.O.A. | 23 rd & 24 th August |
| Management Excellence Program Workshop 3 of 5 (Participants can join the program at any stage) | P.O.A. | 30 th & 31 st August |
| Certificate IV Upgrade TAA40104 to New TAE (Formal Qualification Upgrade for Assessors and Trainers) | \$575.00 | 3 rd Sept (1/2 day) |
| Mastering Communication (Powerful techniques geared for outstanding results) | \$475.00 | 7 th September |
| Mastering Performance Management (Apply proven techniques and tools to management individual & team performance) | \$475.00 | 12 th September |
| High Impact Training (H.I.T.) (Give your training staff a H.I.T. - Master the art of group facilitation) | \$850.00 | 20 th & 21 st September |
| Mastering Personality Profiling (Understand yourself and others through personality profiles) | \$1000.00 | 26 th & 27 th September |
| The New Supervisor (Refresh and reinvigorate your leadership skills) | \$850.00 | 1 st & 2 nd October |
| Certificate IV Training & Assessment – New TAE Program (Formal Qualification for Assessors and Trainers) | \$1750.00 | 11 th & 12 th + 15 th – 17 th October |
| Diploma Project Management Workshop 2 of 3 (Participants can join the program at any stage) | P.O.A. | 22 nd & 23 rd October |
| Management Excellence Program Workshop 4 of 5 (Participants can join the program at any stage) | P.O.A. | 31 st Oct + 1 st Nov |
| Certificate IV Upgrade TAA40104 to New TAE (Formal Qualification Upgrade for Assessors and Trainers) | \$575.00 | 5 th Nov (1/2 day) |
| Mastering Customer Service (Uncover the secrets of great Customer Service) | \$475.00 | 9 th November |
| Mastering Time Management (Manage your choices and be highly effective) | \$475.00 | 15 th November |

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| Mastering Stress Management (Learn to apply effective strategies for management of stress) | \$475.00 | 22 nd November |
| Diploma Project Management Workshop 3 of 3 (Participants can join the program at any stage) | P.O.A. | 5 th & 6 th December |
| Certificate IV Training & Assessment – New TAE Program (Formal Qualification for Assessors and Trainers) | \$1750.00 | 10 th – 14 th December |
| Management Excellence Program Workshop 5 of 5 (Participants can join the program at any stage) | P.O.A. | 17 th & 18 th December |

Ph: 07 49782168 **Fax:** 07 49781543 **Email:** kate@btm.com.au

This schedule may change due to market expectations and as such we would advise that you check the dates and availability of the workshop in which you are interested.....thanks for your understanding.
Hope to meet you at one of our exciting workshops.



Baraka Training & Management Course Enrolment Form

Please complete all sections on this form and return by fax or email
Phone 07 49782168 Fax: 07 49781543 Email: kate@btm.com.au
PO Box 1797 Gladstone Q 4680

Participant Contact Details

| | | | |
|---------------|------|----------|---------|
| Given Name: | | Surname: | |
| Home Address: | | | |
| Town/City: | | State: | PCode: |
| Phone: | Fax: | | Mobile: |
| Email: | | | D.O.B |

Authorising Officer Signature – please ensure this is signed.

| | |
|---------------|----------------|
| Signature: | Name in Print: |
| Organisation: | |

Employer Details (as applicable)

| | | | |
|-----------------|------|--------|---------|
| Organisation: | | | |
| Contact Name: | | | |
| Street Address: | | | |
| Town/City: | | State: | PCode: |
| Phone: | Fax: | | Mobile: |
| Email: | | | |

Course Details

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|--------------|-----------|
| Course Name: | |
| Date: | Location: |

Payment/Invoice Details

| | | |
|--------------------|--|--|
| Organisation: | | |
| Postal Address: | | |
| Town/City: | State: | PCode |
| Contact Name: | Phone: | |
| Cost of Course: \$ | | |
| Method of Payment: | <input type="checkbox"/> Purchase Order Number | <input type="checkbox"/> Cheque Attached |

We do not provide facilities for Credit Card Payment.

Cancellations are unavoidable at times, however, we do ask that you notify us as soon as possible if this is the case. Cancellation penalties will not apply in most cases.