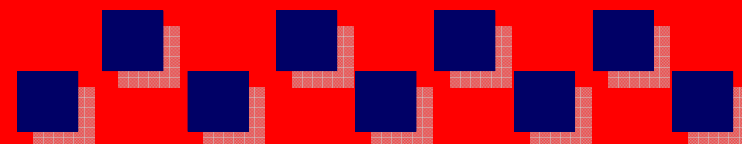




Townsville Business & First Aid Training 1 January to 24 December 2012



| Business Training Courses | Length | Cost | January | February | March | April | May | June | July | August | September | October | November | December |
|---|--------|--------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|
| Career Development Courses | | | | | | | | | | | | | | |
| Business Writing That Works | 1-Day | \$395 | | 1 | | | | | | 1 | | | | |
| Advanced Writing | 1-day | \$395 | | | | | | | 18 | | 12 | | | |
| Writing Reports & Proposals | 1-day | \$295 | | | | | | | | | | 24 | | |
| Building Your Self-Esteem | 1-day | \$395 | 19 | | | | | | | | | | | 5 |
| Communication Strategies | 2-day | \$695 | | | | | | 4 | | | | | | |
| Anger Management | 1-day | \$395 | | 20 | | | 3 | | | | 19 | | | |
| Stress Management | 1-day | \$ 395 | | | | | 9 | | | 8 | | | | |
| Conflict Resolution | 1-day | \$695 | | 29 | | | 16 | | | | | 3 | | |
| Public Speaking Made Easy | 1-day | \$395 | | | 14 | | | | | | | | | 19 |
| Time Management | 1-day | \$395 | 25 | | 21 | | | 13 | | | | | 21 | 12 |
| Human Resource Courses | | | | | | | | | | | | | | |
| Building Better Teams | 1-day | \$395 | | 15 | | | | | 11 | | | | 28 | |
| Problem Solving & Decision Making | 1-day | \$395 | | | | | 23 | | | | 26 | | | |
| Getting Along in the Workplace | 1-day | \$295 | | | | | | | | | | | | |
| Change Management | 1-day | \$395 | | | | | | 8 | | | | | | |
| Performance Reviews | 2-day | \$590 | | | | | | | | | | | | |
| Sales Training Courses | | | | | | | | | | | | | | |
| Selling Smarter | 1-day | \$395 | | | 28 | | | | | | | | 2 | |
| Overcoming Objections to Nail the Sale | 1-day | \$395 | | | | 18 | | | | 15 | | | | |
| Prospecting for Lead Like a Pro | 1-day | \$295 | | | | | | 20 | 27 | | | 17 | 7 | |
| Negotiating for Results | 1-day | \$395 | | | | 26 | | | 4 | | | | | |
| Dynamite Sales Presentations | 1-day | \$395 | | 8 | 4 | | | | | | | | 14 | |
| Supervisor & Managers Training | | | | | | | | | | | | | | |
| ABC's of Supervising Others | 2-day | \$1200 | | | | | 31 | | | 30 | | | | |
| Making Meetings Work | 1-day | \$395 | | | 7 | | | | | 22 | | 10 | | |
| Delegating Effectively | 1-day | \$395 | | | | 11 | | 27 | | | | | | |
| Project Management | 3-day | \$1050 | | 22 | | | | | | | | | | |

First Aid Training*

One Day—First Aid Courses and CPR Refresher courses are run three times a week.

Applied First Aid Courses (Only \$150):

Courses are run three times a week -
 Monday 07:45 am to 06:00 pm
 Thursday 07:45 am to 06:00 pm
 Saturday 07:45 am to 06:00 pm

CPR Refresher Course (Only \$55):

Courses are run four times a week -
 Monday 07:45 am to 11:30 am
 Tuesday 07:45 am to 11:30 am
 Thursday 07:45 am to 11:30 am
 Saturday 07:45 am to 11:30 am

CPR Refresher & LVR Course (Only \$95):

Courses are run once a week -
 Tuesday 07:45 am to 12:00 pm
 *NB: LVR is not a Nationally Accredited Course

Advanced 2-Day First Aid Course (Only \$299):

Next Course Dates:

Saturday 11 & Sunday 12 February
 Thursday 12 & Friday 13 April
 Saturday 16 & Sunday 17 June
 Thursday 9 & Friday 10 August
 Saturday 13 & Sunday 14 October
 Thursday 6 & Friday 7 December

Qualification Issued By:

1-on-1 Professional Business Training

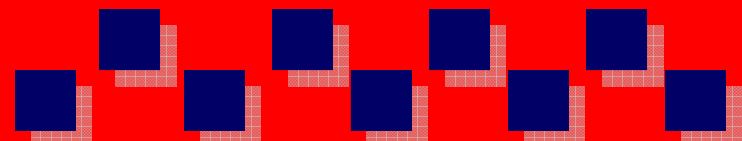
**All First Aid and CPR Courses are Nationally Accredited.*



Townsville Computer Training Courses

1 January to 24 December 2012

For More Information On Any Course Simply Call 1800 66 00 00 or email bookings@NQTraining.com



| Computer Courses | Length of Course | Cost | January | February | March | April | May | June | July | August | September | October | November | December |
|--|------------------|-------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| Microsoft Office Training | | | All MS Office Courses 2010 | All MS Office Courses 2010 | All MS Office Courses 2007 | All MS Office Courses 2010 | All MS Office Courses 2007 | All MS Office Courses 2010 | All MS Office Courses 2007 | All MS Office Courses 2010 | All MS Office Courses 2007 | All MS Office Courses 2010 | All MS Office Courses 2007 | All MS Office Courses 2010 |
| Microsoft Word Level 1 | 1-Day | \$295 | 9 | 23 | 5 | 2 | 8 | 4 | 3 | 6 | 3 | 2 | 5 | 3 |
| Microsoft Word Level 2 | 1-Day | \$295 | 10 | 24 | 6 | 3 | 9 | 5 | 4 | 7 | 4 | 3 | 6 | 4 |
| Microsoft Word Level 3 | 1-Day | \$295 | | | | | 21 | | 30 | | | | | |
| Microsoft Word Level 4 | 1-Day | \$295 | | | | | 22 | | 31 | | | | | |
| Microsoft Excel Level 1 | 1-Day | \$295 | 12 | 2 | 8 | 5 | 10 | 7 | 5 | 9 | 6 | 4 | 8 | 6 |
| Microsoft Excel Level 2 | 1-Day | \$295 | 13 | 3 | 9 | 10 | 11 | 8 | 6 | 10 | 7 | 5 | 9 | 7 |
| Microsoft Excel Level 3 | 1-Day | \$295 | | | 1 | 26 | 30 | 28 | 26 | 30 | 27 | 25 | 22 | |
| Microsoft Excel Level 4 | 1-Day | \$295 | | | 2 | 27 | 31 | 29 | 27 | 31 | 28 | 26 | 23 | |
| Microsoft Access Level 1 | 1-Day | \$295 | | | 21 | | | | | | | | | |
| Microsoft Access Level 2 | 1-Day | \$295 | | | 28 | | | | | | | | | |
| Microsoft Access Level 3 | 1-Day | \$295 | | | | | 24 | | | | | | | |
| Microsoft Access Level 4 | 1-Day | \$295 | | | | | 25 | | | | | | | |
| Microsoft Outlook Level 1 | 1-Day | \$295 | | 9 | 22 | 12 | 3 | 21 | 12 | 23 | 13 | 11 | 28 | 20 |
| Microsoft Outlook Level 2 | 1-Day | \$295 | | 10 | 23 | 13 | 4 | 22 | 13 | 24 | 14 | 12 | 29 | 21 |
| Microsoft PowerPoint Level 1 | 1-Day | \$295 | 23 | 6 | 19 | 9 | 1 | 18 | 9 | 20 | 10 | 8 | 1 | 17 |
| Microsoft PowerPoint Level 2 | 1-Day | \$295 | 24 | 7 | 20 | 10 | 2 | 19 | 10 | 21 | 11 | 9 | 2 | 18 |
| Microsoft Project 2-Day Core | 2-Day | \$695 | | 27 & 28 | 26 & 27 | 23 & 24 | 28 & 29 | 25 & 26 | 23 & 24 | 27 & 28 | 24 & 25 | | 19 & 20 | |
| Microsoft Project Advanced | 2-Day | \$595 | | | | | | | 3 & 4 | | | 22 & 23 | | 17 & 18 |
| Microsoft Publisher 2-Day Course | 2-Day | \$595 | | 20 & 21 | | | | | | | | | | |
| Microsoft Visio 1-Day Course | 2-Day | \$295 | 25 | | | | | | | | 12 | | | |
| VBA for Excel 2-Day Course (on request) | 2-Day | \$595 | | | | | | | | | | | | |
| VBA for Access 2-Day Course (on request) | 2-Day | \$595 | | | | | | | | | | | | |
| Other Computer Courses | | | | | | | | | | | | | | |
| Computer Basics 101 | 1-Day | \$295 | 11 | 1 | 7 | 4 | | 6 | 4 | 8 | 5 | | 7 | 5 |
| MYOB Core 2-Day | 2-Day | \$499 | 16 & 17 | 13 & 14 | 12 & 13 | 16 & 17 | 14 & 15 | 12 & 13 | 16 & 17 | 13 & 14 | 17 & 18 | 15 & 16 | 12 & 13 | 10 & 11 |
| MYOB Advanced 2-Day (on request) | 2-Day | \$499 | | | | | | | | | | | | |
| MYOB Payroll 1-Day | 1-Day | \$295 | 20 | | 16 | 20 | 18 | 16 | 20 | 17 | 21 | 19 | 16 | 14 |
| Quickbooks Core 2-Day | 2-Day | \$499 | 18 & 19 | 15 & 16 | 14 & 15 | 18 & 19 | 16 & 17 | 14 & 15 | 18 & 19 | 15 & 16 | 19 & 20 | 17 & 18 | 14 & 15 | 12 & 13 |
| Quickbooks Advanced 2-Day (on request) | 2-Day | \$499 | | | | | | | | | | | | |
| Quickbooks Payroll | 1-Day | \$295 | 21 | | 17 | 21 | 19 | 17 | 21 | 18 | 22 | 20 | 17 | 15 |