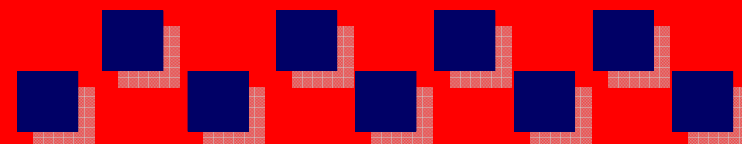




Business & First Aid Training For 2010

From 1 January to 24 December 2010



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	\$295		3						4				
Advanced Writing	1-day	\$295				7					1			
Writing Reports & Proposals	1-day	\$295			3									
Building Your Self-Esteem	1-day	\$295					5			18				
Communication Strategies	2-day	\$590									23 & 24			
Anger Management	1-day	\$295			17								3	
Stress Management	1-day	\$ 295					19							
Conflict Resolution	1-day	\$295	20								15			
Public Speaking Made Easy	1-day	\$295							7					
Time Management	1-day	\$295						2						1
Human Resource Courses														
Building Better Teams	1-day	\$295	27							25				
Problem Solving & Decision Making	1-day	\$295		17							22			
Getting Along in the Workplace	1-day	\$295				28					29			
Change Management	1-day	\$295						16					17	
Performance Reviews	2-day	\$590										11—12		
Sales Training Courses														
Selling Smarter	1-day	\$295		24					21					
Overcoming Objections to Nail the Sale	1-day	\$295					7					6		
Prospecting for Lead Like a Pro	1-day	\$295				21							24	
Negotiating for Results	1-day	\$295						23						15
Dynamite Sales Presentations	1-day	\$295						30				20		
Supervisor & Managers Training														
ABC's of Supervising Others	2-day	\$595						7-8					25—26	
Making Meetings Work	1-day	\$295			24							27		
Delegating Effectively	1-day	\$295					26		28					
Project Management	3-day	\$885			29-31									

First Aid Training*

One Day—First Aid Courses and CPR Refresher courses are now run three times a week and lunch is included!

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 three times a week -
 Monday 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 \$180):

Next Course Dates:

Saturday 13 & Sunday 14 February
 Thursday 25 & Friday 26 March
 Thursday 24 & Friday 25 June
 Thursday 23 & Friday 24 September
 Thursday 2 & Friday 3 December

Qualification Issued By:

1-on-1 Professional Business Training

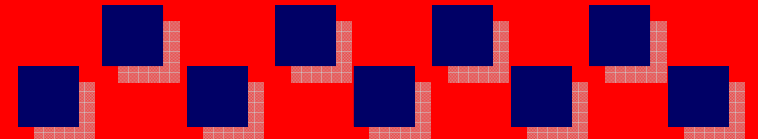
**All First Aid and CPR Courses are Nationally Accredited.*



Computer Training Courses

From 1 January to 24 December 2010

For More Information On Any Course Simply Call 1800 66 00 00 or email info@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 2007	All MS Office Courses 2003	All MS Office Courses 2007	All MS Office Courses 2003	All MS Office Courses 2007	All MS Office Courses 2003	All MS Office Courses 2007	All MS Office Courses 2003	All MS Office Courses 2007	All MS Office Courses 2003	All MS Office Courses 2007	All MS Office Courses 2003
Microsoft Word Level 1	1-Day	\$255	11	1	3	14	5	2	7	4	1	6	3	1
Microsoft Word Level 2	1-Day	\$255	12	2	5	16	7	4	9	6	3	8	5	3
Microsoft Word Level 3	1-Day	\$255		4	11	12	3	3	5	2	9	14	4	2
Microsoft Word Level 4	1-Day	\$255		5	12	13	4	4	6	3	10	15	5	3
Microsoft Excel Level 1	1-Day	\$255	18	3	10	7	12	9	14	12	8	13	10	8
Microsoft Excel Level 2	1-Day	\$255	19	5	12	9	14	11	16	13	10	15	12	10
Microsoft Excel Level 3	1-Day	\$255	21	15	4	19	10	10	8	9	2	7	4	9
Microsoft Excel Level 4	1-Day	\$255	22	16	5	20	11	11	9	10	3	8	5	10
Microsoft Access Level 1	1-Day	\$255	14	8	18	6	6	21	15	5	13	4	11	6
Microsoft Access Level 2	1-Day	\$255	15	9	19	8	7	22	16	6	14	5	12	7
Microsoft Access Level 3	1-Day	\$255		25	22	15	13	28	22	19	16	18	29	13
Microsoft Access Level 4	1-Day	\$255		26	23	16	14	29	23	20	17	19	30	14
Microsoft Outlook Level 1	1-Day	\$255		17	8	21	26	16	21	11		20	15	20
Microsoft Outlook Level 2	1-Day	\$255		19	9	23	28	18	23	13		22	16	21
Microsoft PowerPoint Level 1	1-Day	\$255		18	17	28	24	23	28	18	22	27	24	15
Microsoft PowerPoint Level 2	1-Day	\$255		19	19	30	25	25	30	20	24	29	26	17
Microsoft Project 2-Day Core	2-Day	\$595	28 & 29	11 & 12	15 & 16	22 & 23	20 & 21	17 & 18	12 & 13	16 & 17	6 & 7	21 & 22	18 & 19	
Microsoft Project Advanced	2-Day	\$595			1 & 2	29 & 30		24 & 25	22 & 23	26 & 27	27 & 28	25 & 26	22 & 23	
Microsoft Publisher 2-Day Course	2-Day	\$510			24 & 26		19 & 21		29 & 30	25 & 27	15 & 17		17 & 19	22 & 24
Microsoft Visio 1-Day Course	2-Day	\$255		25		9		15	2		29			
VBA for Excel 2-Day Course	2-Day	\$595		22 & 23	4 & 5		27 & 28		1 & 2	23 & 24	21 & 23		1 & 2	16 & 17
VBA for Access 2-Day Course	2-Day	\$595			25 & 26		17 & 18		19 & 20	30 & 31		28 & 29	8 & 9	
Other Computer Courses														
Computer Basics 101	1-Day	\$255	13	3	3	7	5	2	7	4	1	6	3	1
MYOB Core 2-Day	2-Day	\$499	16 & 17	13 & 14	6 & 7	10 & 11	1 & 2	5 & 6	10 & 11	7 & 8	4 & 5	2 & 3	6 & 7	4 & 5
MYOB Advanced 2-Day	2-Day	\$499		6 & 7			22 & 23		17 & 18		11 & 12	23 & 24		11 & 12
MYOB Payroll 1-Day	1-Day	\$255			13		28	19		14		30	27	
Quickbooks Core 2-Day	2-Day	\$499	30 & 31	27 & 28	20 & 21	17 & 18	15 & 16	26 & 27	24 & 25	21 & 22	18 & 19	16 & 17	20 & 21	18 & 19
Quickbooks Advanced 2-Day	2-Day	\$499		20 & 21			8 & 9		3 & 4	28 & 29		9 & 10		
Quickbooks Payroll	1-Day	\$255			14		30	20		15		31	28	