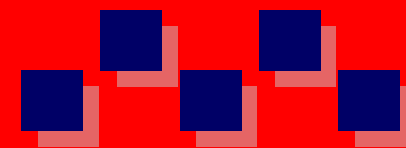




# Townsville Business & First Aid Training For 2010/2011 From 1 September 2010 o 31 August 2010



Business Training Courses	Length	Cost	September	October	November	December	January	February	March	April	May	June	July	August
<b>Career Development Courses</b>														
Business Writing That Works	1-Day	\$295												
Advanced Writing	1-day	\$295	1											
Writing Reports & Proposals	1-day	\$295												
Building Your Self-Esteem	1-day	\$295												
Communication Strategies	2-day	\$590	23 & 24											
Anger Management	1-day	\$295			3									
Stress Management	1-day	\$ 295												
Conflict Resolution	1-day	\$295	15											
Public Speaking Made Easy	1-day	\$295												
Time Management	1-day	\$295				1								
<b>Human Resource Courses</b>														
Building Better Teams	1-day	\$295					Join our mailing list to be the first to secure your copy or visit our new online booking system at— <a href="http://booking.nqtraining.com">http://booking.nqtraining.com</a>							
Problem Solving & Decision Making	1-day	\$295	22				<b>Do you have friends or family who need training in Brisbane?</b> Then check out our website as we now offer First Aid, MYOB and Quickbooks training in Brisbane. Same great training, same great service. Visit <a href="http://www.nqtraining.com">http://www.nqtraining.com</a>							
Getting Along in the Workplace	1-day	\$295	29											
Change Management	1-day	\$295			17									
Performance Reviews	2-day	\$590		11—12										
<b>Sales Training Courses</b>														
Selling Smarter	1-day	\$295												
Overcoming Objections to Nail the Sale	1-day	\$295		6										
Prospecting for Lead Like a Pro	1-day	\$295			24									
Negotiating for Results	1-day	\$295				15								
Dynamite Sales Presentations	1-day	\$295		20										
<b>Supervisor &amp; Managers Training</b>														
ABC's of Supervising Others	2-day	\$595			25—26									
Making Meetings Work	1-day	\$295		27										
Delegating Effectively	1-day	\$295												
Project Management	3-day	\$885												

**NEW 2011 SCHEDULE  
COMING SOON**

## First Aid Training\*

One Day—First Aid Courses and CPR Refresher courses are now 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 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:

Thursday 2 & Friday 3 December

### Qualification Issued By:

1-on-1 Professional Business Training

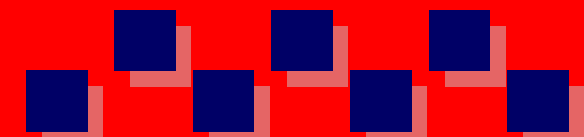
*\*All First Aid and CPR Courses are Nationally Accredited.*



# Townsville Computer Training Courses

## From 1 September 2010 to 31 August 2011

For More Information On Any Course Simply Call 1800 66 00 00 or email [info@NQTraining.com](mailto:info@NQTraining.com)



Computer Courses	Length of Course	Cost	September	October	November	December	January	February	March	April	May	June	July	August
<b>Microsoft Office Training</b>			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	1	6	3	1								
Microsoft Word Level 2	1-Day	\$255	3	8	5	3								
Microsoft Word Level 3	1-Day	\$255	9	14	4	2								
Microsoft Word Level 4	1-Day	\$255	10	15	5	3								
Microsoft Excel Level 1	1-Day	\$255	8	13	10	8								
Microsoft Excel Level 2	1-Day	\$255	10	15	12	10								
Microsoft Excel Level 3	1-Day	\$255	2	7	4	9								
Microsoft Excel Level 4	1-Day	\$255	3	8	5	10								
Microsoft Access Level 1	1-Day	\$255	13	4	11	6								
Microsoft Access Level 2	1-Day	\$255	14	5	12	7								
Microsoft Access Level 3	1-Day	\$255		18	29	13								
Microsoft Access Level 4	1-Day	\$255		19	30	14								
Microsoft Outlook Level 1	1-Day	\$255		20	15	20								
Microsoft Outlook Level 2	1-Day	\$255		22	16	21								
Microsoft PowerPoint Level 1	1-Day	\$255	29	27	24	15								
Microsoft PowerPoint Level 2	1-Day	\$255	1 October	29	26	17								
Microsoft Project 2-Day Core	2-Day	\$595	6 & 7	21 & 22	18 & 19									
Microsoft Project Advanced	2-Day	\$595		25 & 26	22 & 23									
Microsoft Publisher 2-Day Course	2-Day	\$510			17 & 19	22 & 24								
Microsoft Visio 1-Day Course	2-Day	\$255	29											
VBA for Excel 2-Day Course	2-Day	\$595			1 & 2	16 & 17								
VBA for Access 2-Day Course	2-Day	\$595		28 & 29	8 & 9									
<b>Other Computer Courses</b>														
Computer Basics 101	1-Day	\$255	1	6	3	1								
MYOB Day-to-Day Processes	1-Day	\$295		13	10	1								
MYOB Starting a Business	1-Day	\$295			11	8								
MYOB Payroll 1-Day	1-Day	\$295		27										
Quickbooks Day-to-Day Processes	1-Day	\$295		28	25	16								
Quickbooks Starting a Business	1-Day	\$295		29	26									
Quickbooks Payroll	1-Day	\$295		20		17								

**NEW 2011 SCHEDULE  
COMING SOON**

Join our mailing list to be the first to secure your copy or visit our new online booking system at—<http://booking.nqtraining.com>

**Do you have friends or family who need training in Brisbane?** Then check out our website as we now offer First Aid, MYOB and Quickbooks training in Brisbane. Same great training, same great service. Visit <http://www.nqtraining.com>