

CDU Short Courses in Darwin: 2018

Course Description	Days	Aug	Sep	Oct	Nov	Cost
Applied Project Management *	3			15 - 17		\$1450
Conflict Resolution *	2		10 - 11			\$990
Contract Management *	2		13 - 14			\$990
Critical Thinking & Problem Solving *	1	29				\$510
Customer Service *	1	24				\$510
Effective Business Writing *	2				6 - 7	\$990
Effective Communication *	2				1 - 2	\$990
Emotional Intelligence for Leaders NEW	2		19 - 20			\$1240
Finance for Non Finance Managers *	2			22 - 23		\$990
Frontline Leadership *	1			18		\$510
Introduction to Accounting * NEW	2	27 - 28				\$990
Management Skills for New Supervisors NEW	2		24—25			\$1220
Microsoft Excel 2016 Level 1—Beginner	1		3			\$510
Microsoft Excel 2016 Level 2—Intermediate	1			22		\$510
Microsoft Excel 2016 Level 3—Advanced	1				5	\$510
Microsoft Project 2016 Level 1 —Beginner NEW	1			EOI		\$510
Microsoft Project 2016 Level 2 —Intermediate NEW	1			EOI		\$510
Performance Management *	1	7				\$510
Professional Skills for Executive Assistants *	2			30 - 31		\$990
Project Management Fundamentals *	2		26 - 27			\$990
Risk Management * NEW	2			25—26		\$990
Time Management * NEW	1	31				\$510
Training Fundamentals * NEW	1			EOI		\$510
Training Needs Analysis * NEW	1			10		\$510
Work Priorities *	1		17			\$510
Writing Effective Minutes *	1				13	\$510
Writing More Persuasively	1			2		\$510
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* AIM courses

See over for course description

Enrol online at: www.cdu.edu.au/shortcourses

10% Discount applies for:

AIM members | Not for profit organisations | Group enrolments of 3 or more in the same course



CDU Short Courses in Darwin

Applied Project Management

Providing a broad exploration of project management best practice, this course will give you an understanding of all aspects of the project management lifecycle.

3 Days

Conflict Resolution

This course provides an in-depth exploration of the drivers of conflict and the skills you need to effectively intervene and facilitate positive outcomes.

2 Days

Contract Management

This course is designed as a practical guide to managing the implementation and monitoring of contracts.

2 Days

Critical Thinking & Problem Solving

This course provides you with the skills you need to solve problems efficiently and make decisions that are aligned to business goals.

1 Day

Customer Service

Explores the essence of truly exceptional customer service and provides you with the skills and knowledge to respond to customer and client needs.

1 Day

Effective Business Writing

This course provides you with practical tools and techniques to effectively develop professional business communications.

2 Days

Effective Communication

This course will enable you to gain a better understanding of your communication style and how it impacts your interactions with others.

2 Days

Emotional Intelligence For Leaders

This course introduces new ways to harness your own emotions and those of others in order to enhance decision-making, improve behaviour and facilitate high performance through using a range of tools and techniques.

2 Days

Finance for Non Finance Managers

The Finance for Non-Finance Managers course provides a practical guide to analysing financial data and understanding the implications of financial performance. It introduces all aspects of financial management from planning through to budget review and reporting on financial outcomes.

2 Days

Frontline Leadership

This short course explores the critical success factors required, including how to adapt your approach to suit different situations and team needs. You'll learn how to translate organisational visions into goals that motivate and inspire your team.

1 Day

Introduction to Accounting

The short course covers the accounting requirements for Australian Businesses, describes key accounting concepts and provides the basic skills required to interpret and report on financial activity.

2 Days

Leading Change with Emotional Intelligence

This short course equips leaders with the tools and techniques to help build higher levels of resilience and well-being in your workplace.

1 Day

Management Skills for New Supervisors with Disc

This course provides you with the knowledge and skills to effectively make the transition from team member to team leader.. This program includes Disc Management Profile.

2 Days

Microsoft Excel 2016 Level 1

This is a beginners course and aims to give the new spreadsheet user a thorough grounding in the basics of creating and working with spreadsheets using Microsoft Excel.

1 Day

Microsoft Excel 2016 Level 2

This course provides you with the skills and knowledge acquired to enable the user to expand their knowledge and learn how to create more productive workbooks.

1 Day

Microsoft Excel 2016 Level 3

The skills and knowledge acquired in Level 3 are sufficient to be able to protect worksheet data, perform advanced data operations using summarising, data consolidations and filters.

1 Day

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Microsoft Project 2016 Level 1

The skills and knowledge acquired in this course are sufficient for the learner to be able to use MS Project 2016 to create a new project, enter and work with tasks and resources, create a schedule and print effective project information.

1 Day

Microsoft Project 2016 Level 2

The skills and knowledge acquired in this course are sufficient for the learner to be able to use MS Project 2016 to create a new project, enter and work with tasks and resources, create a schedule and print effective project information.

1 Day

Performance Management

Explore the end-to-end processes associated with the performance management cycle—from setting goals and allocating work through to performance reviews and recognition, and dealing with performance issues. You will gain the skills and confidence to drive a performance culture, set performance standards that align KPI's to the organisations goals and lead others to achieve them.

1 Day

Professional Skills for Executive Assistants

This course explores the strategic skills of communication, influence and priority management required to undertake the challenging yet underestimated role of executive support.

2 Days

Project Management Fundamentals

This two day course provides the knowledge and tools to effectively initiate and manage workplace projects. You'll learn all the essentials and gain practical insights into the end-to-end project lifecycle, from implementing the project to project planning, budgeting, scheduling, and human resourcing.

2 Days

Risk Management

This short course will guide you in creating, implementing and evaluating a risk management strategy that supports your organisational objectives and ensures the minimisation of risk. You will become competent in identifying and managing risk while applying risk management processes and coordinating a risk management strategy.

2 Days

The Engaging Leader

This course is a powerful one-day leadership program bringing together the latest developments in Neuroscience, Human Motivation and Emotional Intelligence to help leaders enhance levels of motivation, commitment and engagement in their teams.

1 Day

Time Management

This one day course will give you the tools and techniques to maximise your effectiveness, minimise wasted time and control your workload. You'll learn to analyse workloads, prioritise tasks, overcome procrastination and create time management systems that increase productivity and effectiveness for yourself and staff.

1 Day

Training Fundamentals

This one day course explores everything you need to train others effectively. With a focus on adult learning principles, you will discover how to identify training needs and deliver skill-based training to individuals and groups that will meet the needs of your people and your organisation.

1 Day

Training Needs Analysis

This one day course will teach you how to conduct an accurate analysis of training needs in your workplace in line with your business strategy and goals. You'll explore all phases of the process, from planning to collecting and analysing data to providing clear advice and recommendations.

1 Day

Work Priorities

This course provides you with practical tools and techniques to set meaningful goals and realistic plans to achieve them.

1 Day

Writing Effective Minutes

This course provides practical tools and techniques for ensuring that your meeting minutes provide a record of decisions made by teams, work groups and committees.

1 Day

Writing More Persuasively

This workshop conveys an array of tricks and techniques that can be used so you can write more precisely, engagingly, and persuasively. In particular, this workshop comprises both psychological tactics as well as writing principle.

1 Day