

What's New

PROFESSIONAL DEVELOPMENT COURSES

- **Enhancing Consulting Effectiveness** – Learn the skills and techniques used by successful consultants to help their clients produce outstanding results.
- **Growing Resilience** – Assess your levels of natural resilience and learn how to further develop and strengthen your resilience.
- **Strategic Thinking and Planning** – Learn the skills and techniques to take a structured and planned approach to strategic planning.
- **TAE40110 Certificate IV in Training and Assessment: Intensive** – This program is for experienced trainers and assessors requiring their TAE40110 Certificate IV in Training and Assessment. Complete the face to face training over a 3 week period.
- **Facilitation Skills** – Learn key models and skills to effectively facilitate group discussions towards positive results.
- **Improving Productivity Using Outlook 07/10** – Learn to use a variety of time management tools to support you using Outlook more effectively.
- **Dynamic Presentations Using PowerPoint** – Learn how to plan and design an engaging PowerPoint presentation using media features, animations and more.

SELF-PACED LEARNING MODULES

Self-paced learning provides a flexible distance learning option for completing courses. Enrol in the course and we'll send you everything you need to commence the course, enabling you to complete the learning at a time and place that best suits you.

Available for the following courses:

- Operational Planning
- Safety in the Workplace
- Continuous Improvement

TECHNOLOGY COURSES

- SharePoint Designer 2010
- Project 2010
- Publisher 2010
- Visio 2010



TP3-2-1 | EARLY BIRD INCENTIVES THE TP3 WAY

TP3 is revolutionising the way 'Early Bird' booking incentives are provided with TP3-2-1!

Each and every month you will have the opportunity to purchase Training Courses with a reduction of 30%, 20% and 10% off standard prices*... and, it's easy!

Each month courses from our Technology and Professional Development ranges will be selected to feature in TP3-2-1. Simply purchase any number of places on the featured course 3 months before and receive 30% off the standard price, 2 months before 20% and 1 month before 10% off!

For more information on TP3-2-1, contact TP3 on 1300 658 388 or email info@TP3.com.au. Visit www.TP3.com.au to take a look at the latest TP3-2-1 featured courses and upcoming dates.

30%

20%

10%

* Terms and Permissions apply. Please see the website for details.

		SYDNEY						
		DAYS	JUL	AUG	SEP	OCT	NOV	DEC
ACCESS								
Access 2010 Introduction	1	1				12		
Access 2010 Advanced	1			12			10	
Access 07 Introduction	2	4		1			1	
Access 07 Advanced	2	28					21	
Access 02/03 Introduction	2	11	10	15	10	8	1	
Access 02/03 Advanced	2	18	16	22	17	15	15	
Access VBA	2		22			23		
ADOBE								
Acrobat 8 Introduction	1			7				
Acrobat 9 Introduction	1	1					3	
Dreamweaver CS5 Introduction	1		1					1
Flash CS5 Introduction	1	27					18	
Illustrator CS3 Introduction	2			1				
Illustrator CS5 Introduction	2		2			31		
InDesign CS3 Introduction	2					13		
InDesign CS5 Introduction	2		18				14	
Photoshop CS3 Introduction	2	6						5
Photoshop CS5 Introduction	2		4			27		

PARRAMATTA					
JUL	AUG	SEP	OCT	NOV	DEC
14			6		
	15			29	
		8			
21			27		
	11			7	
	23			3	

MELBOURNE					
JUL	AUG	SEP	OCT	NOV	DEC
	9			7	
		8		29	
	23			24	
		12			14
	30				8
		28			19
	29				9
	18			22	
		6			15
18			19		

All courses on our Training Course Schedule can be delivered as In-House sessions for your organisation.

Choose the content, course date and location that best suits your training needs.

For more information on In-House courses, contact TP3 on 1300 658 388.

	DAYS	SYDNEY					
		JUL	AUG	SEP	OCT	NOV	DEC
COMPUTER ESSENTIALS							
Computer Fundamentals: Any Windows Platform	1	8			4		
Computer Fundamentals: Office 07	1			1			
Office 2010 Upgrade	1		8		5		9
Office 2007 Upgrade	1	13		6		4	
Windows 7 Upgrade from Windows XP	1		15			2	
EXCEL							
Excel 2010 Introduction	1	15		12		22	
Excel 2010 Intermediate	1	12	2	16	6	4	
Excel 2010 Advanced	1		12		14		16
Excel 2010 Upgrade from 2003	1	22					14
Excel 07 Introduction: 1 Day	1	7	3	2	11	1	12
Excel 07 Introduction: 2 Day	2	4, 19	4, 15	6, 22	12, 24	10, 23	7, 19
Excel 07 Intermediate: 1 Day	1	6, 13, 21	1, 19, 26	1, 13, 27	10, 21, 31	9, 18, 25	1, 7, 16
Excel 07 Intermediate: 2 Day	2	7, 18, 28	8, 17, 23	7, 12, 20	4, 17, 26	1, 7, 24	5, 21
Excel 07 Advanced: 1 Day	1	25	31	30	28	30	22
Excel 07 Advanced: 2 Day	2	13, 26	10, 22	14, 28	19, 27	16, 29	8, 21
Excel 07 Focus on Formulas	1	20		16		18	
Excel 07 PivotTables	1		29		19		13
Excel 07 VBA Introduction	2	21	24	19	20	17	15
Excel 02/03 Introduction: 1 Day	1	8	4	6	4	11	7
Excel 02/03 Introduction: 2 Day	2	4	1	7	5	16	12

PARRAMATTA					
JUL	AUG	SEP	OCT	NOV	DEC
27		16		22	
	19		21		19
		21			

MELBOURNE					
JUL	AUG	SEP	OCT	NOV	DEC
		21			19
	3			3	

18			18		
	15			3	
		16			9
		19			
	19			21	
11	1	7	13	10	5, 12
13	17	9	4	4	20, 12
14, 25	8, 22	14, 28	10, 24	7, 17	1, 13, 21
	16			25	
28				28	
11		19			
6	3	15	5	1	9
4	4	5	6	9	1, 14

25		20		24	
	10		5		7
	23		17		21
	17		21		5
28		19		23	
19	22	22	24	16	12
4	9	7	3	2	8
18	26	28	31	30	16
26	25	21	18	14	13
		23			6
	24			21	
		26			6
15			18		
	25	26		15	

	Days	SYDNEY					
		JUL	AUG	SEP	OCT	NOV	DEC
EXCEL CONTINUED							
Excel 02/03 Intermediate: 1 Day	1	6, 20	5, 29	9, 26	7, 31	14, 28	9
Excel 02/03 Intermediate: 2 Day	2	11, 25	8, 24	8, 19	13, 24	2, 21	1, 20
Excel 02/03 Advanced: 1 Day	1	28	30	30	31	29	14
Excel 02/03 Advanced: 2 Day	2	14, 21	15, 30	12, 28	10, 20	14, 29	5, 21
Excel 02/03 Focus on Formulas	1		12		19		2
Excel 02/03 PivotTables	1	29			26		
Excel 02/03 VBA Introduction	2	11	17	14	17	28	19
Excel VBA Advanced	2	25	29	26	24	28	12
OUTLOOK							
Outlook 2010 Introduction	1				6		
Outlook 07 Introduction	1			5		3	
Outlook 03 Introduction	1		10				
POWERPOINT							
PowerPoint 2010 Introduction	1	18		19			
PowerPoint 2010 Advanced	1		10				2
PowerPoint 2010 Upgrade from 2003	1			16			
PowerPoint 07 Introduction: 1 Day	1	22		9		16	
PowerPoint 07 Introduction: 2 Day	2	14	11	12	4	3	8
PowerPoint 07 Intermediate	1		22				14
PowerPoint 07 Advanced	1	29	26	14	7	25	15
PowerPoint 02/03 Introduction	2	11	8	5	6	7	12
PowerPoint 02/03 Advanced	1		19		26	28	8

PARRAMATTA					
JUL	AUG	SEP	OCT	Nov	DEC

15	8	2	10	2	8
7, 19	9, 25	12, 26	11, 19	1, 23	5, 15
	18				7
	29			14	
	11			21	

	17			21	
29		20		11	
28			31		

			24		
				3	
	22		26		
27		23		30	
	4		17		22
	31		31		
28		26		4	
21		21		24	
	24		27		7

MELBOURNE					
JUL	AUG	SEP	OCT	Nov	DEC

27	29	27	27	28	20
13	1, 16, 31	14, 29	12, 25	10, 30	14
	8		6		7
	22			2	21
			10		
				9	
		8		28	

28			24		
	19				8
			10		

27			24		
	24			17	
	4		3	8	
	11			21	
	15		20		13
		5	31		22
	30			10	
			7		

		SYDNEY						
		DAYS	JUL	AUG	SEP	OCT	NOV	DEC
PROJECT								
Project 2010 Introduction	NEW COURSE	2	7	15	22			
Project 2010 Advanced	NEW COURSE	1				10		
Project 07 Introduction		2	7	3	14	11	14	12
Project 07 Advanced		1	15		21		18	7
Project 02/03 Introduction		2	13	1	5	13	10	5
Project 02/03 Advanced		1			28			
PUBLISHER								
Publisher 2010 Introduction	NEW COURSE	2			29			
Publisher 07 Introduction		1	6					
SHAREPOINT								
SharePoint 2010 Introduction		1		3		7		19
SharePoint 2007 Introduction		1	1		5		4	
SharePoint Designer 2010: Introduction	NEW COURSE	1	18			13		
SharePoint Designer 2007: Introduction		1	15			12		
VISIO								
Visio 2010 Introduction	NEW COURSE	1			28			
Visio 2010 Advanced	NEW COURSE	1					28	
Visio 2007 Introduction		1	25		30		7	
Visio 2007 Advanced		1		5			30	

PARRAMATTA					
JUL	AUG	SEP	OCT	NOV	DEC

	10			14	
		23			
	10			14	
5			4		

MELBOURNE					
JUL	AUG	SEP	OCT	NOV	DEC

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13	15	15	11	10	12
	29				1

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	18			14	
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WORD	DAYS	SYDNEY					
		JUL	AUG	SEP	OCT	NOV	DEC
Word 2010 Introduction	1	19	19		19		
Word 2010 Intermediate	1			5		23	
Word 2010 Advanced	1	8			17		
Word 2010 Upgrade from 2003	1	6					
Word 07 Introduction	1	4		27		23	
Word 07 Intermediate	2	27	24	26	18	24	15
Word 07 Advanced	2	21		29			
Word 02/03 Introduction	1	5			28		
Word 02/03 Intermediate	2	11	17	19	20	30	5
Word 02/03 Advanced	2		22			2	

PARRAMATTA					
JUL	AUG	SEP	OCT	NOV	DEC
8			17		
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			12		
7		30			
	15			23	
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	3			11	
	30				19

MELBOURNE					
JUL	AUG	SEP	OCT	NOV	DEC
25				4	
		5		18	
		28			12
		1		8	
21			25		
	15			22	

	DAYS	SYDNEY					
		JUL	AUG	SEP	OCT	NOV	DEC
BUSINESS WRITING							
Business Writing	1	5	1	7	6	4	5
Writing Reports, Proposals and Business Cases	1	11	8	16	12	1	
COMMUNICATION							
Business Etiquette and Professionalism	1		2			9	
Communication: Making Connections	1	15		6		9	
CONSULTING							
Enhancing Consulting Effectiveness <small>NEW COURSE</small>	2		2				
LEADERSHIP							
Building High Performing Teams	2		3		4		1
Leadership Essentials	1	1		1		16	
Leadership: Managing People	2		23		26		12
Leading Change	2		25				
Leading Workplace Innovation	2				18		
Performance Coaching	1			27		17	
Strategic Thinking and Planning <small>NEW COURSE</small>	1		22			7	
MANAGEMENT & OPERATIONS							
Continuous Improvement	1						
Finance for Non-Finance Managers	2		11		20		
Operational Planning	1			5			
Project Management Fundamentals	2	20	25	20	24	22	19
Safety in the Workplace	1						

All courses with a duration of 2 or more days run on consecutive days, unless otherwise noted.

PARRAMATTA					
JUL	AUG	SEP	OCT	NOV	DEC

1			7		
	1			1	

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4		2		2	

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	8		13		19

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MELBOURNE					
JUL	AUG	SEP	OCT	NOV	DEC

25	16, 31	16	3, 27	14	7, 19
19	24	22	17	22	16

		28			16
	25		28		15

	22				
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	17			14	

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		7			5
27	29	29	25	24	19

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		SYDNEY					
		JUL	AUG	SEP	OCT	NOV	DEC
PRESENTATION SKILLS							
Dynamic Presentations Using PowerPoint <small>NEW COURSE</small>	1			2		23	
Facilitation Skills <small>NEW COURSE</small>	2		17		13		
From Preparation to Presentation	2		30		13		7
SALES & CUSTOMER SERVICE							
Customer Service: Reaching for Remarkable	1	29		1		30	
Sales: Strategies for Success	2		15			2	
TIME MANAGEMENT							
Increasing Productivity Using Outlook	1	4		2		9	
Improving Productivity Using Outlook 07/10 <small>NEW COURSE</small>	1	13		16		17	
Time Management	1	27	22	14	28	21	21
WORKPLACE CHALLENGES							
Difficult Situations at Work	2		29			7	
Growing Resilience <small>NEW COURSE</small>	2				10		
Influencing Skills	1	28	19	1	7	21	14
Negotiation Skills	2	25	31		26		19
Power of Positive Perspective	1	20		13			
TRAINING AND ASSESSMENT							
Designing Effective Learning	3	4			4		
Delivering Dynamic Training	4		2			1	
Assessing Skills at Work	3			5			7
Certificate IV in Training and Assessment: Intensive <small>NEW COURSE</small>	7			5-8 & 20-22			

All courses with a duration of 2 or more days run on consecutive days, unless otherwise noted.

PARRAMATTA

JUL AUG SEP OCT NOV DEC

7		12		24	

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18		14		28	
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		22		17	
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11			17		
	29			14	
		28			19

MELBOURNE

JUL AUG SEP OCT NOV DEC

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	16		10		
6		12		17	

	18			9	
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29		26		30	
20		12		21	
	26		18		14

	4		4	29	
			27		
	22		18		12
4	9	5	13	15	21
			11		

19			19		
	23			21	
		12			13
		19-22 & 26-28			

DAYS

SYDNEY

INFORMATION MAPPING®

Information Mapping® Foundation Workshop

1

18

10

12

20

14

Developing Effective Business Documents

1

11

21

1

Policies, Procedures and Documentation

2

28

13

24

Writing Web Content

1

In-House Workshop Only - Contact TP3 for more information.

DAYS

CANBERRA

INFORMATION MAPPING®

Information Mapping® Foundation Workshop

1

4

15

2

17

1

13

Developing Effective Business Documents

1

5

5

2

Policies, Procedures and Documentation

2

25

27

14

Writing Web Content

1

In-House Workshop Only - Contact TP3 for more information.

DAYS

MELBOURNE

INFORMATION MAPPING®

Information Mapping® Foundation Workshop

1

1

5

7

8

Developing Effective Business Documents

1

2

6

9

Policies, Procedures and Documentation

2

8

8

12

8

12

Writing Web Content

1

In-House Workshop Only - Contact TP3 for more information.

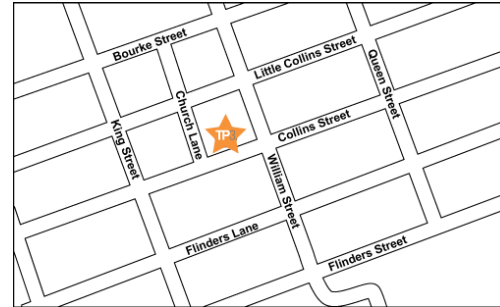
Sydney

Level 21, 580 George Street, Sydney NSW 2000



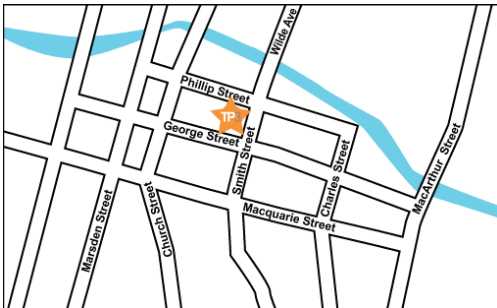
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