




# TP3 Training Schedule - Sydney

 1300 658 388


COURSE TYPE	COURSE NAME	DURATION	PRICE (inc GST)	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER		
Microsoft Office and Adobe	Access										
	Access 2013 Introduction	2 days	\$900.00			5				Book Now	
	Adobe										
	Illustrator CS6 Introduction	2 days	\$900.00		28						Book Now
	InDesign CS6 Introduction	2 days	\$900.00		16						Book Now
	Excel										
	Excel 2010 Advanced	1 day	\$450.00		9, 25	5, 21	12, 18, 31	7, 17, 27	8		Book Now
	Excel 2010 Intermediate	1 day	\$450.00		3, 16, 28	7, 18	4, 16, 26	3, 13, 29	11, 19		Book Now
	Excel 2010 Introduction	1 day	\$450.00		14, 31	11, 27	10, 20, 30	8, 21	1, 6, 15		Book Now
	Excel 2013 Advanced	1 day	\$450.00	25	10, 18, 23	8, 14, 25	9, 19, 24	1, 9, 14, 24, 30	5, 15		Book Now
	Excel 2013 Intermediate	1 day	\$450.00		3, 15, 24, 30	12, 22, 28	6, 17, 23	2, 10, 16, 22, 28	7, 14, 18		Book Now
	Excel 2013 Introduction	1 day	\$450.00		11, 17, 29	6, 19, 29	5, 13, 25	6, 15, 23	4, 13		Book Now
	Excel 2016 Advanced	1 day	\$450.00	25	10, 18, 23	8, 14, 25	9, 19, 24	1, 9, 14, 24, 30	5, 15		Book Now
	Excel 2016 Intermediate	1 day	\$450.00		3, 15, 24, 30	12, 22, 28	6, 17, 23	2, 10, 16, 22, 28	7, 14, 18		Book Now
	Excel 2016 Introduction	1 day	\$450.00	26	11, 17, 29	6, 19, 29	5, 13, 25	6, 15, 23	4, 13		Book Now
	Excel VBA Advanced	2 days	\$900.00		22		26	30			Book Now
	Excel VBA Introduction	2 days	\$900.00	25		7		15			Book Now
	Powerpoint										
	Powerpoint 2010 Advanced	1 day	\$450.00		2		5				Book Now
	Powerpoint 2010 Introduction	1 day	\$450.00			4		6	13		Book Now
	PowerPoint 2013 Advanced	1 day	\$450.00		9		11				Book Now
	PowerPoint 2013 Introduction	1 day	\$450.00			13		10			Book Now
	PowerPoint 2016 Advanced	1 day	\$450.00		21		16				Book Now

\* Denotes GST exempt

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Microsoft Office and Adobe	PowerPoint 2016 Introduction	1 day	\$450.00			15		20		Book Now	
	Project										
	Project 2010 Advanced	1 day	\$450.00			15			6	Book Now	
	Project 2010 Introduction	2 days	\$900.00		15		19	22		Book Now	
	Project 2013 Advanced	1 day	\$450.00			15			6	Book Now	
	Project 2013 Introduction	2 days	\$900.00		15		19	22		Book Now	
	Project 2016 Advanced	1 day	\$450.00			15			6	Book Now	
	Project 2016 Introduction	2 days	\$900.00		15		19	22		Book Now	
	SharePoint										
	SharePoint 2013 Intermediate - Site Owners	2 days	\$1,300.00		10			25		7	Book Now
	SharePoint 2013 Introduction	1 day	\$450.00				4		6		Book Now
	Visio										
	Visio 2010 Introduction	2 days	\$900.00				13		1		Book Now
	Visio 2013 Introduction	2 days	\$900.00				13		1		Book Now
	Word										
	Word 2010 Advanced	1 day	\$450.00			17	18		3		Book Now
	Word 2010 Intermediate	1 day	\$450.00			4	14	18	21		Book Now
	Word 2010 Introduction	1 day	\$450.00				1	3	8		Book Now
	Word 2013 Advanced	1 day	\$450.00			17	18		3		Book Now
	Word 2013 Intermediate	1 day	\$450.00			4	14	18	21		Book Now
	Word 2013 Introduction	1 day	\$450.00				1	3	8		Book Now
Word 2016 Advanced	1 day	\$450.00			17	18		3		Book Now	
Word 2016 Intermediate	1 day	\$450.00			4	14	18	21		Book Now	
Word 2016 Introduction	1 day	\$450.00				1	3	8		Book Now	
Professional Development	Business Writing										
	Business Writing Skills	1 day	\$650.00		14	14	11	13	12	Book Now	
	Writing Business Cases and Proposals	1 day	\$650.00		8		23			Book Now	
	Writing Policies and Procedures	3 days	\$2,100.00			5, 5				Book Now	
	Writing Reports	1 day	\$650.00		15			1		Book Now	
	Influence and Negotiate										
Influencing Skills Foundation	1 day	\$650.00			23		17		4	Book Now	

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Professional Development	Leadership for Managers									
	Finance for Non Finance Managers	2 days	\$1,400.00			25		23		Book Now
	Leadership - Managing People	2 days	\$1,400.00		24		13	30		Book Now
	Leadership Essentials	1 day	\$700.00			13		14		Book Now
	Strategic Thinking and Planning	1 day	\$700.00			15		20		Book Now
	Personal Leadership									
	Building Resilience	3 hours	\$330.00			6		2		Book Now
	Time Management	1 day	\$650.00		16	11	19	15	7	Book Now
	Presentation Skills									
	Presentation Skills	2 days	\$1,300.00		21	21	25	16	5	Book Now

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Microsoft Office and Adobe	Access										
	Access 2007 Introduction	2 days	\$900.00			5			4	Book Now	
	Adobe										
	Photoshop CS6 Introduction	2 days	\$900.00		24						Book Now
	Excel										
	Excel 2007 Advanced	1 day	\$450.00	25	8	6, 21	10, 30	15, 30	15		Book Now
	Excel 2007 Intermediate	1 day	\$450.00		3, 16, 24	5, 14, 22	6, 16, 25	1, 13, 22, 29	5, 13, 18		Book Now
	Excel 2007 Introduction	1 day	\$450.00		14, 22	4, 12, 20, 26	5, 19, 31	9, 20, 28	4, 12		Book Now
	Excel 2010 Advanced	1 day	\$450.00	25	8	6, 21	10, 30	15, 30	15		Book Now
	Excel 2010 Intermediate	1 day	\$450.00		3, 16, 24	5, 14, 22	6, 16, 25	1, 13, 22, 29	5, 13, 18		Book Now
	Excel 2010 Introduction	1 day	\$450.00		14, 22	4, 12, 20, 26	5, 19, 31	9, 20, 28	4, 12		Book Now
	Excel 2013 Advanced	1 day	\$450.00	25	8, 18, 28	7, 18	9, 27	14, 24	6		Book Now
	Excel 2013 Intermediate	1 day	\$450.00		3, 16, 24	5, 14, 22	6, 16, 25	1, 13, 22, 29	5, 13, 18		Book Now
	Excel 2013 Introduction	1 day	\$450.00		14, 22	4, 12, 20, 26	5, 19, 31	9, 20, 28	4, 12		Book Now
	Excel 2016 Advanced	1 day	\$450.00	25	8, 18, 28	7, 18	9, 27	14, 24	6		Book Now
	Excel 2016 Intermediate	1 day	\$450.00		3, 16, 24	5, 14, 22	6, 16, 25	1, 13, 22, 29	5, 13, 18		Book Now
	Excel 2016 Introduction	1 day	\$450.00		14, 22	4, 12, 20, 26	5, 19, 31	9, 20, 28	4, 12		Book Now
	Excel VBA Advanced	2 days	\$900.00			21		27			Book Now
	Excel VBA Introduction	2 days	\$900.00		16		25				Book Now
	Powerpoint										
	PowerPoint 2007 Advanced	1 day	\$450.00		9		12		7		Book Now
	PowerPoint 2007 Introduction	1 day	\$450.00				11		3		Book Now
	Powerpoint 2010 Advanced	1 day	\$450.00		9		12		7		Book Now
	Powerpoint 2010 Introduction	1 day	\$450.00				11		3		Book Now
	PowerPoint 2013 Advanced	1 day	\$450.00		10		17		11		Book Now
	PowerPoint 2013 Introduction	1 day	\$450.00				13				Book Now

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	PowerPoint 2016 Introduction	1 day	\$450.00			15		16		Book Now	
	Project										
	Project 2007 Introduction	2 days	\$900.00			19				Book Now	
	Project 2010 Introduction	2 days	\$900.00			19		22		Book Now	
	Project 2013 Introduction	2 days	\$900.00			19		9, 22		Book Now	
	Project 2016 Introduction	2 days	\$900.00			19		22		Book Now	
	SharePoint										
	SharePoint 2013 Intermediate - Site Owners	2 days	\$1,300.00			7		2		Book Now	
	SharePoint 2013 Introduction	1 day	\$450.00		15		13			Book Now	
	Visio										
	Visio 2010 Introduction	2 days	\$900.00			27	3			Book Now	
	Visio 2013 Introduction	2 days	\$900.00			27	3			Book Now	
	Word										
	Word 2007 Advanced	1 day	\$450.00			23	25	26	21	19	Book Now
	Word 2007 Intermediate	1 day	\$450.00			21	15	24	17	8	Book Now
	Word 2007 Introduction	1 day	\$450.00			17	6	20	8	1	Book Now
	Word 2010 Advanced	1 day	\$450.00			23	25	26	21	19	Book Now
	Word 2010 Intermediate	1 day	\$450.00			21	15	24	17	8	Book Now
	Word 2010 Introduction	1 day	\$450.00			17	6	20	8	1	Book Now
Word 2013 Advanced	1 day	\$450.00			23	25	26	21	19	Book Now	
Word 2013 Intermediate	1 day	\$450.00			21	15	24	17	8	Book Now	
Word 2013 Introduction	1 day	\$450.00			17	6	20	8	1	Book Now	
Word 2016 Advanced	1 day	\$450.00			23	25	26	21	19	Book Now	
Word 2016 Intermediate	1 day	\$450.00			21	15	24	17	8	Book Now	
Word 2016 Introduction	1 day	\$450.00			17	6	20	8	1	Book Now	
Professional Development	Business Writing										
	Business Writing Skills	1 day	\$650.00		4		23		7	Book Now	
	Writing Business Cases and Proposals	1 day	\$650.00				3	29		Book Now	
	Writing Policies and Procedures	3 days	\$2,100.00		15, 15					Book Now	

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Professional Development	Leadership for Managers									
	Finance for Non Finance Managers	2 days	\$1,400.00			4				Book Now
	Leadership - Managing People	2 days	\$1,400.00		24		17	15		Book Now
	Leadership Essentials	1 day	\$700.00			11			14	Book Now
	Personal Leadership									
	Building Resilience	3 hours	\$330.00		11		12			Book Now
	Communication - Making Connections	1 day	\$650.00		23					Book Now
	Speak Up - Difficult Conversations	1 day	\$650.00				25		12	Book Now
	Time Management	1 day	\$650.00			13		27		Book Now
	Presentation Skills									
	Presentation Skills	2 days	\$1,300.00		8		9	30		Book Now
	Project Management									
	Project Management Fundamentals	2 days	\$1,400.00		29		4			Book Now
	Sales and Customer Service									
	Customer Service - Reaching for Remarkable	1 day	\$650.00				19		9	Book Now

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