

## JUNE - DECEMBER 2010 TRAINING CALENDAR

MONTH	COURSE	DATE	TIME	LOCATION
JUNE	PROFESSIONALISM & ETHICS - <b>FULLY BOOKED</b>	Tuesday 8 <sup>th</sup>	2.00 - 5.00PM	Hobart
	BASIC COUNSELLING & MEDIATION	Tuesday 15 <sup>th</sup>	9.00 - 5.00PM	Bellerive
	PROJECT MANAGEMENT	Wednesday 16 <sup>th</sup>	2.00 - 5.00PM	Bellerive
	MENTORING & COACHING	Monday 21 <sup>st</sup>	9.00 - 4.00PM	Bellerive
	WRITING FILE & CASE NOTES	Wednesday 23 <sup>rd</sup>	2.00 - 5.00PM	Bellerive
	COLONY 47 INDUCTION & ORIENTATION	Tuesday 29 <sup>th</sup>	9.00 - 5.00PM	Bellerive
	COLONY 47 INDUCTION & ORIENTATION	Wednesday 30 <sup>th</sup>	9.00 - 5.00PM	Bellerive
JULY	THREATENING BEHAVIOURS - PREVENTION & RESPONSE	Wednesday 7 <sup>th</sup>	9.00 - 5.00PM	Bellerive
	PROFESSIONAL WRITING WORKSHOP - <b>FULLY BOOKED</b>	Tuesday 12 <sup>th</sup>	1.00 - 5.00PM	Launceston
	MENTORING & COACHING - <b>FULLY BOOKED</b>	Wednesday 13 <sup>th</sup>	9.00 - 5.00PM	Launceston
	TENTATIVE - STRENGTH BASED APPROACHES, AN INTRODUCTION	Tuesday 20 <sup>th</sup>	2.00 - 5.00PM	Bellerive
	EFFECTIVE LISTENING SKILLS	Wednesday 21 <sup>st</sup>	2.00 - 5.00PM	Bellerive
	TIME MANAGEMENT	Tuesday 27 <sup>th</sup>	2.00 - 5.00PM	Bellerive
AUGUST	PRIORITISING WORK	Tuesday 3 <sup>rd</sup>	2.00 - 5.00PM	Bellerive
	TENDER & SUBMISSION WRITING	Wednesday 4 <sup>th</sup>	2.00 - 5.00PM	Bellerive
	SKILLED BUSINESS COMMUNICATION	Tuesday 10 <sup>th</sup>	2.00 - 5.00PM	Bellerive
	EFFECTIVE CUSTOMER SERVICE	Monday 16 <sup>th</sup>	1.00 - 4.00PM	Bellerive
	WORK EFFECTIVELY IN A TEAM	Wednesday 18 <sup>th</sup>	2.00 - 5.00PM	Bellerive
	CASE MANAGEMENT	Tuesday 24 <sup>th</sup>	2.00 - 5.00PM	Bellerive
	BOARD OF GOVERNANCE - ROLES & RESPONSIBILITIES	Monday 30 <sup>th</sup>	1.00 - 4.00PM	Bellerive
SEPTEMBER	BOARD OF MANAGEMENT - ROLES & RESPONSIBILITIES	Wednesday 1 <sup>st</sup>	2.00 - 5.00PM	Bellerive
	REPORT WRITING	Tuesday 7 <sup>th</sup>	2.00 - 5.00PM	Bellerive
	COLONY 47 INDUCTION & ORIENTATION	Monday 13 <sup>th</sup>	9.00 - 5.00PM	Bellerive
	COLONY 47 INDUCTION & ORIENTATION	Tuesday 14 <sup>th</sup>	9.00 - 5.00PM	Bellerive
	CONFLICT RESOLUTION	Wednesday 15 <sup>th</sup>	2.00 - 5.00PM	Bellerive
	MANAGING CHANGE	Monday 20 <sup>th</sup>	1.00 - 4.00PM	Bellerive
OCTOBER	MENTORING & COACHING	Monday 4 <sup>th</sup>	9.00 - 4.00PM	Bellerive
	WRITING FILE & CASE NOTES	Monday 11 <sup>th</sup>	1.00 - 4.00PM	Bellerive
	PROJECT MANAGEMENT	Tuesday 12 <sup>th</sup>	2.00 - 5.00PM	Bellerive
	BASIC COUNSELLING & MEDIATION	Monday 18 <sup>th</sup>	9.00 - 5.00PM	Bellerive
	THREATENING BEHAVIOURS - PREVENTION & RESPONSE	Monday 25 <sup>th</sup>	9.00 - 5.00PM	Bellerive
	CONFLICT RESOLUTION	Tuesday 26 <sup>th</sup>	2.00 - 5.00PM	Bellerive

MONTH	COURSE	DATE	TIME	LOCATION
NOVEMBER	EFFECTIVE LISTENING SKILLS	Monday 1 <sup>st</sup>	1.00 - 4.00PM	Bellerive
	TIME MANAGEMENT	Tuesday 2 <sup>nd</sup>	2.00 - 5.00PM	Bellerive
	PRIORITISING WORK	Monday 8 <sup>th</sup>	2.00 - 5.00PM	Bellerive
	TENDER & SUBMISSION WRITING	Monday 15 <sup>th</sup>	1.00 - 4.00PM	Bellerive
	SKILLED BUSINESS COMMUNICATION	Monday 22 <sup>nd</sup>	1.00 - 4.00PM	Bellerive
	EFFECTIVE CUSTOMER SERVICE	Tuesday 23 <sup>rd</sup>	2.00 - 5.00PM	Bellerive
	WORK EFFECTIVELY IN A TEAM	Monday 29 <sup>th</sup>	1.00 - 4.00PM	Bellerive

DECEMBER	CASE MANAGEMENT	Monday 6 <sup>th</sup>	1.00 - 4.00PM	Bellerive
	BOARD OF GOVERNANCE - ROLES & RESPONSIBILITIES	Wednesday 8 <sup>th</sup>	2.00 - 5.00PM	Bellerive
	BOARD OF MANAGEMENT - ROLES & RESPONSIBILITIES	Monday 13 <sup>th</sup>	1.00 - 4.00PM	Bellerive
	MANAGING CHANGE	Tuesday 14 <sup>th</sup>	2.00 - 5.00PM	Bellerive
	MENTORING & COACHING	Monday 20 <sup>th</sup>	9.00- 5.00PM	Bellerive