

| | Date | Duration | Time | Max. Class size | Location | Price | Includes |
|--------------------------------------------------------------|---------------|----------|--------------|-----------------|-----------------------------------------|--------------|------------------------------------------|
| Presentation Skills | 18 & 19 Feb | 2 Days | 9.00 – 5.00 | 8 | The Dock, 4 Clarke Road, Woolwich | \$1950 + GST | Morning tea, lunch & afternoon tea |
| Influencing | 17 March | 1 Day | 9.00 – 5.00 | 12 | The Dock, 4 Clarke Road, Woolwich | \$975 + GST | Morning tea, lunch & afternoon tea |
| Facilitation | 28 & 29 April | 2 Days | 9.00 – 5.00 | 12 | The Dock, 4 Clarke Road, Woolwich | \$1950 + GST | Morning tea, lunch & afternoon tea |
| Presentation Skills | 19 & 20 May | 2 Days | 9.00 – 5.00 | 8 | The Dock, 4 Clarke Road, Woolwich | \$1950 + GST | Morning tea, lunch & afternoon tea |
| Business Writing – Effective e-mail | 16 June | ½ day | 9.00 – 12.00 | 12 | The Dock, 4 Clarke Road, Woolwich | \$500 + GST | Morning tea |
| Business Writing – The War on Error | 16 June | ½ day | 1.00 – 4.00 | 12 | The Dock, 4 Clarke Road, Woolwich | \$500 + GST | Afternoon tea |
| Business Writing – Effective e-mail & The War on Error | 16 June | 1 day | 9.00 – 4.00 | 12 | The Dock, 4 Clarke Road, Woolwich | \$975 + GST | Morning tea, lunch & afternoon tea |

For all courses - course materials provided, public transport and free parking available, wheelchair accessible.
Minimum class size is 6.