

	Date	Duration	Time	Max. Class size	Location	Price	Includes
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	1 & 2 June	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	11.00 – 2.00	12	The Dock, 4 Clarke Road, Woolwich	\$500 + GST	Morning tea
Business Writing – The War on Error	16 June	½ day	2.30 – 5.30	12	The Dock, 4 Clarke Road, Woolwich	\$500 + GST	Afternoon tea
Business Writing – Effective e-mail & The War on Error	16 June	1 day	11.00 – 5.30	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.