

	Date	Duration	Time	Max. Class size	Location	Price	Includes
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
Presenting With Impact	19 & 20 July	2 Days	9.00 – 5.00	8	The Dock, 4 Clarke Road, Woolwich	\$1950 + GST	Morning tea, lunch & afternoon tea
Influencing Without Authority	17 August	1 Day	9.00 – 5.00	12	The Dock, 4 Clarke Road, Woolwich	\$975 + GST	Morning tea, lunch & afternoon tea
Facilitation Skills	29 & 30 September	2 Days	9.00 – 5.00	12	The Dock, 4 Clarke Road, Woolwich	\$1950 + GST	Morning tea, lunch & afternoon tea
Advanced Presenting With Impact	25 & 26 October	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 November	½ day	9.00 – 12.00	12	The Dock, 4 Clarke Road, Woolwich	\$500 + GST	Morning tea
Business Writing – The War on Error	16 November	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 November	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.