

# JANUARY | FEBRUARY | MARCH | 2017

COURSE	AVAILABILITY	DAYS	JAN 2017	FEB 2017	MAR 2017
<b>Business Essentials</b>					
Manage Business Finance	<a href="#">BOOK NOW</a>	1	31 January		14 March
Creating High Performing Teams	<a href="#">BOOK NOW</a>	1	31 January		18 March
Business Writing Skills	<a href="#">BOOK NOW</a>	1		11 February	27 March
Project Management Essentials	<a href="#">BOOK NOW</a>	2		20 February	
Manage Quality Customer Service	<a href="#">BOOK NOW</a>	1			10 March
Marketing Essentials	<a href="#">BOOK NOW</a>	1			15 March
Mediation Fundamentals	<a href="#">BOOK NOW</a>	1			16 March
Digital Marketing	<a href="#">BOOK NOW</a>	1			17 March
Masterclass: Agile Project Management	<a href="#">BOOK NOW</a>	2			23 March
Event Management (NEW in 2017)	<a href="#">BOOK NOW</a>	2			29 March
Identify, Assess and Manage Risk	<a href="#">BOOK NOW</a>	1			30 March
Creative Design Thinking	COMING SOON				
<b>Computer Skills</b>					
Microsoft Excel Introduction	<a href="#">BOOK NOW</a>	1		14 February	9 March
Microsoft Excel Intermediate	<a href="#">BOOK NOW</a>	1		21 February	16 March
Microsoft Excel Advanced	<a href="#">BOOK NOW</a>	1		28 February	23 March
Microsoft Project	<a href="#">BOOK NOW</a>	1			15 March
Microsoft PowerPoint	<a href="#">BOOK NOW</a>	1			28 March
<b>Management and Leadership</b>					
Leading Innovation in the Workplace	<a href="#">BOOK NOW</a>	1		2 February	
Masterclass: Leader as Coach	<a href="#">BOOK NOW</a>	2		7 February	