



# 2012 National Schedule

COMPUTER TRAINING AND PROFESSIONAL DEVELOPMENT

1300 793 951

## Computer Training Microsoft Office

COURSE TITLE	LEVEL	DAYS	LOCATION	PRICE	MAY	JUN	JUL	AUG	SEP	OCT	NOV
<b>MICROSOFT ACCESS</b>											
<b>Microsoft Access 2003/2007/2010</b>	Intro	2 Days	MEL & SYD	\$890	-	5-6	-	-	4-5	-	-
			BNE	\$750	3-4	4-5	5-6	7-8	5-6	4-5	8-9
<b>Microsoft Access 2003/2007/2010 NEW</b>	Inter	2 Days	MEL	\$890	8-9	-	-	8-9	-	-	-
			SYD	\$890	9-10	-	-	8-9	-	-	-
			BNE	\$795	-	-	12-13	-	13-14	-	12-13
<b>Microsoft Access 2003/2007/2010 NEW</b>	Adv	1 Day	BNE	\$395	-	-	-	13	-	-	21
<b>MICROSOFT EXCEL</b>											
<b>Microsoft Excel 2003/2007/2010</b>	Intro	1 Day	MEL & SYD	\$395	1	7	4	2	6	3	7
			BNE	\$365	1, 16	6, 20	2, 16	1, 24	3, 20	2, 16	7, 19
<b>Microsoft Excel 2003/2007/2010</b>	Inter	1 Day	SYD	\$395	15	13	10	14	12	11	14
			MEL	\$395	15	13	10	14	12	11	13
			BNE	\$365	11, 21, 31	14, 26	3, 17, 27	6, 23	4, 21	11, 19, 29	12, 29
<b>Microsoft Excel 2003/2007/2010</b>	Adv	2 Days	MEL & SYD	\$830	22-23	20-21	17-18	23-24	18-19	17-18	20-21
			BNE	\$795	8-9, 22-23	7-8, 25-26	9-10, 25-26	9-10, 27-28	11-12, 27-28	8-9, 30-31	15-16, 26-27
<b>VBA for Microsoft Excel</b>	Adv	2 Days	MEL & SYD	\$950	-	26-27	-	-	20-21	-	27-28
			BNE	\$950	-	18-19	-	21-22	-	25-26	-
<b>MICROSOFT OFFICE NEW FEATURES</b>											
<b>Microsoft Office 2010 New Features</b>	Update	1 Day	MEL & SYD	\$395	-	19	-	7	-	16	-
			BNE	\$365	31	-	20	-	19	-	23
<b>MICROSOFT OUTLOOK</b>											
<b>Microsoft Outlook 2003/2007/2010</b>	Intro	1 Day	MEL & SYD	\$395	-	12	-	-	11	-	-
			BNE	\$365	14	-	-	20	-	-	14
<b>Microsoft Outlook 2003/2007/2010</b>	Adv	1 Day	MEL & SYD	\$395	-	-	3	-	-	4	-
			BNE	\$365	-	-	20	-	-	17	-
<b>MICROSOFT POWERPOINT</b>											
<b>Microsoft PowerPoint 2003/2007/2010</b>	Intro	1 Day	SYD	\$395	-	1	-	20	-	-	26
			MEL	\$395	-	1	-	20	-	-	29
			BNE	\$365	15	-	5	-	13	-	20
<b>Microsoft PowerPoint 2003/2007/2010</b>	Adv	1 Day	MEL & SYD	\$395	16	-	-	1	-	-	1
			BNE	\$365	-	15	-	17	-	16	-

### Upgrading to Office 2010?

Corporate in-house training from \$99 per person \*



**Microsoft** Partner  
Silver Learning

Odyssey Training has achieved a Microsoft Silver Learning Partner Competency, demonstrating our ability to meet Microsoft users' evolving needs in today's dynamic business environment.

\* Cost for in-house training depends on number of participants. Please contact us for details.

All prices include GST. Dates are correct at time of printing and price is subject to change without notice.

## Computer Training Microsoft Office

COURSE TITLE	LEVEL	DAYS	LOCATION	PRICE	MAY	JUN	JUL	AUG	SEP	OCT	NOV
<b>MICROSOFT PROJECT</b>											
<b>Microsoft Project 2003/2007</b>	Intro	2 Days	MEL	\$850	–	14–15	–	30–31	–	–	1–2
			SYD	\$850	24–25	–	–	16–17	–	–	12–13
			BNE	\$795	1–2	7–8	3–4	2–3	3–4	2–3	8–9
<b>Microsoft Project 2003/2007</b>	Adv	2 Days	MEL	\$850	–	–	24–25	–	–	25–26	–
			SYD	\$850	–	–	19–20	–	–	23–24	–
			BNE	\$795	8–9	–	26–27	–	–	8–9	–
<b>Microsoft Project 2010</b>	Intro	2 Days	MEL	\$850	30–31	–	–	21–22	–	–	15–16
			SYD	\$850	28–29	–	–	23–24	–	–	5–6
			BNE	\$795	–	12–13	23–24	–	11–12	18–19	28–29
<b>Microsoft Project 2010</b>	Adv	2 Days	MEL	\$850	3–4	–	26–27	–	–	9–10	–
			SYD	\$850	8–9	–	23–24	–	–	11–12	–
			BNE	\$795	24–25	–	–	16–17	–	–	5–6
<b>MICROSOFT SHAREPOINT</b>											
<b>SharePoint Site Owner 2010 NEW</b>	Intro	2 Days	BNE	\$1,320	–	5–6	30–31	–	20–21	–	1–2
<b>MICROSOFT VISIO</b>											
<b>Microsoft Visio Professional 2003/2007</b>	Intro	1 Day	MEL	\$395	10	–	11	–	13	–	14
			SYD	\$395	14	–	12	–	14	–	19
			BNE	\$365	11	15	–	3	7	10	19
<b>Microsoft Visio Professional 2010</b>	Intro	1 Day	MEL	\$395	–	22	–	20	–	31	–
			SYD	\$395	–	18	–	13	–	29	–
			BNE	\$365	–	22	–	20	–	12	–
<b>MICROSOFT WORD</b>											
<b>Microsoft Word 2003/2007/2010</b>	Intro	1 Day	MEL & SYD	\$395	2	–	12	–	7	–	8
			BNE	\$365	28	–	2	16	24	–	2
<b>Microsoft Word 2003/2007/2010</b>	Inter	1 Day	MEL & SYD	\$395	–	8	–	9	–	2	22
			BNE	\$365	25	25	16	24	14	15	23
<b>Microsoft Word 2003/2007/2010 NEW</b>	Adv	2 Days	SYD	\$830	–	28–29	–	29–30	–	30–31	–
			MEL	\$830	–	28–29	–	29–30	–	29–30	–
			BNE	\$795	29–30	–	30–31	–	25–26	–	29–30

## Computer Training Web and Publishing

COURSE TITLE	LEVEL	DAYS	LOCATION	PRICE	MAY	JUN	JUL	AUG	SEP	OCT	NOV
<b>Adobe Acrobat 9</b>	Intro	1 Day	MEL	\$420	11	–	–	10	–	–	22
			SYD	\$420	8	–	–	3	–	–	23
			BNE	\$395	16	–	25	–	10	–	22
<b>Adobe Acrobat 9</b>	Adv	1 Day	BNE	\$395	28	–	–	1	–	–	28
<b>Adobe Acrobat X</b>	Intro	1 Day	MEL	\$420	8	–	–	3	–	–	23
			SYD	\$420	2	–	–	10	–	–	22
			BNE	\$395	–	14	–	31	–	17	–
<b>Adobe Acrobat X</b>	Adv	1 Day	BNE	\$395	15	–	19	–	–	22	–
<b>Adobe Captivate 5</b>	Intro	2 Days	BNE	\$1,055	–	–	9–10	–	–	25–26	–
<b>Adobe Dreamweaver CS4/CS5</b>	Intro	2 Days	BNE	\$795	21–22	–	17–18	–	18–19	–	15–16
<b>Adobe Illustrator CS4/CS5</b>	Intro	2 Days	BNE	\$795	29–30	–	–	13–14	–	–	13–14
<b>Adobe InDesign CS4/CS5</b>	Intro	2 Days	MEL	\$840	–	–	5–6	–	–	23–24	–
			SYD	\$840	–	–	5–6	–	–	25–26	–
			BNE	\$795	9–10, 23–24	12–13, 27–28	11–12, 23–24	21–22	24–25	23–24	26–27
<b>Adobe InDesign CS4/CS5</b>	Adv	2 Days	BNE	\$795	–	18–19	–	29–30	–	30–31	–
<b>Adobe Photoshop CS4/CS5</b>	Intro	2 Days	MEL & SYD	\$840	17–18	–	–	27–28	–	–	29–30
			BNE	\$795	1–2	20–21	–	7–8	26–27	–	5–6
<b>Adobe Photoshop CS4/CS5</b>	Adv	1 Day	BNE	\$395	14	–	–	23	–	–	7

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# PROFESSIONAL DEVELOPMENT TRAINING 1–2 DAY COURSES

COMMUNICATION		MELBOURNE & SYDNEY		CAIRNS & TOWNSVILLE		BRISBANE	
Assertiveness	1 Day	\$505	11 Jul, 16 Oct	\$460	5 Jun, 4 Sep	\$460	15 Jun, 22 Aug, 29 Oct
Dealing with Difficult Behaviour	1 Day	\$505	17 Jul, 17 Oct	\$460	9 May, 9 Aug, 7 Nov	\$460	18 May, 18 Jun, 7 Jul, 24 Aug, 20 Sep, 16 Oct, 15 Nov
Effective People and Communication Skills	1 Day	\$505	9 May, 12 Jul, 11 Sep, 14 Nov	\$460	10 May, 14 Aug, 8 Nov	\$460	17 May, 21 Jun, 8 Jul, 23 Aug, 11 Sep, 17 Oct, 16 Nov
Negotiation Skills	1 Day	\$505	13 Jun, 4 Sep	\$460	16 Aug	\$460	15 May, 20 Jul, 5 Sep, 7 Nov
Presentation Skills	1 Day	\$505	12 Jun, 10 Oct	\$460	10 Jul, 13 Nov	\$460	28 May, 31 Jul, 14 Sep, 8 Nov
Report Writing	1 Day	\$505	14 Jun, 12 Sep	IN-HOUSE ONLY		\$460	8 May, 9 Jul, 7 Sep, 2 Nov
Writing Skills for Business	1 Day	\$505	24 May, 21 Aug, 27 Nov	\$460	23 May, 25 Jul, 18 Oct	\$460	25 May, 22 Jun, 24 Jul, 2 Aug, 20 Sep, 22 Oct, 20 Nov

PERSONAL DEVELOPMENT		MELBOURNE & SYDNEY		CAIRNS & TOWNSVILLE		BRISBANE	
Emotional Intelligence — the Leading Priority	2 Days	\$1,010	15–16 May, 23–24 Aug, 7–8 Nov	IN-HOUSE ONLY		\$920	7–8 Jun, 6–7 Aug, 18–19 Oct
Essential Skills for the Administration Professional	2 Days	\$1010	2–3 May, 3–4 Jul, 5–6 Sep, 15–16 Nov	\$920	12–13 Jun, 18–19 Sep	\$920	10–11 May, 28–29 Jun, 2–3 Aug, 6–7 Sep, 25–26 Oct, 28–29 Nov
Innovative Thinking and Problem Solving	1 Day	\$505	5 Jun, 9 Oct	IN-HOUSE ONLY		\$460	16 May, 19 Jul, 13 Sep, 21 Nov
Resilience in the Workplace	1 Day	\$505	8 May, 2 Aug, 20 Nov	\$460	21 Jun, 20 Sep	\$460	14 Jun, 19 Sep
Time Management	1 Day	\$505	21 Jun, 18 Sep	\$460	31 May, 21 Aug, 22 Nov	\$460	14 May, 6 Jun, 11 Jul, 10 Aug, 13 Sep, 15 Oct, 19 Nov
Train the Trainer	2 Days	\$1,010	26–27 Jun, 30–31 Oct	\$920	16–17 May, 26–27 Sep	\$920	29–30 May, 16–17 Aug, 26–27 Nov

MANAGEMENT & LEADERSHIP		MELBOURNE & SYDNEY		CAIRNS & TOWNSVILLE		BRISBANE	
Change Management— Making the Transition	1 Day	IN-HOUSE ONLY		IN-HOUSE ONLY		\$460	1 May, 10 Aug, 6 Nov
From Manager to Leader	1 Day	\$505	10 Jul, 18 Oct	\$460	7 Aug	\$460	4 Jun, 1 Aug, 2 Oct
Influencing Skills	1 Day	\$505	17 May, 7 Aug, 9 Nov	IN-HOUSE ONLY		\$460	9 May, 16 Jul, 12 Sep, 14 Nov
Leadership in the Workplace <b>NEW</b>	2 Days	\$1010	19–20 Jun, 19–20 Sep	\$920	4–5 Jul, 14–15 Nov	\$920	3–4 May, 4–5 Jul, 3–4 Sep, 8–9 Nov
Leading and Managing Remote Teams	2 Days	\$1,010	6–7 Jun, 12–13 Sep	\$920	11–12 Jul, 9–10 Oct	\$920	31 May–1 Jun, 29–30 Aug, 22–23 Nov
Self Leadership	2 Days	\$1,010	18–19 Jul, 24–25 Oct	\$920	6–7 Jun, 16–17 Oct	\$920	4–5 Jun, 27–28 Aug, 9–10 Oct
Strategic Leadership	1 Day	\$505	10 May, 7 Sep	IN-HOUSE ONLY		\$460	10 Jul, 5 Oct
Supervision and Management of People	2 Days	\$1,010	16–17 Aug	\$920	27–28 Jun, 13–14 Sep, 28–29 Nov	\$920	23–24 May, 25–26 Jun, 25–26 Jul, 13–14 Aug, 17–18 Sep, 11–12 Oct, 12–13 Nov

PROJECT MANAGEMENT		MELBOURNE & SYDNEY		CAIRNS & TOWNSVILLE		BRISBANE	
Applied Project Management	2 Days	IN-HOUSE ONLY		IN-HOUSE ONLY		\$920	19–20 Jun, 20–21 Aug, 30–31 Oct
Project Management Fundamentals	2 Days	\$1,010	22–23 May, 8–9 Aug, 21–22 Nov	\$920	26–27 Jul, 1–2 Nov	\$920	21–22 May, 2–3 Jul, 8–9 Aug, 25–26 Sep, 23–24 Oct

SALES & CUSTOMER SERVICE		MELBOURNE & SYDNEY		CAIRNS & TOWNSVILLE		BRISBANE	
Advanced Customer Service <b>NEW</b>	1 Day	\$505	26 Jul, 23 Oct	\$460	26 Jun, 11 Oct	\$460	13 Jun, 21 Sep
Customer Service— Exceeding Expectations	1 Day	\$505	1 May, 1 Aug, 13 Nov	\$460	20 Jun, 12 Sep	\$460	5 Jun, 16 Aug, 4 Oct
Selling Skills	1 Day	IN-HOUSE ONLY		IN-HOUSE ONLY		\$460	6 Jul, 22 Oct

*Training your people, bringing out their best!*

# LEADERSHIP PROGRAM



Identify and overcome leadership blind spots before they affect your team.



- **7 days face-to-face training**  
can be delivered in-house or customised as needed
- **Individual feedback on leadership strengths**  
using TICK Profile and Belbin Team Role analysis
- **Coaching and mentoring**  
3 x 1 hour individual coaching sessions and 3 hours one-on-one mentoring to provide guidance and support
- **4-step program evaluation**  
based on the Kirkpatrick Model of Evaluation
- **Support materials**  
to assist with learning and transition in the workplace

DEVELOPING THE  
INDIVIDUAL

## SUPERVISION AND MANAGEMENT 2 DAYS

**Topics covered in this course include:**  
effective communication, behavioural styles, situational leadership, delegation, coaching and giving and receiving feedback.

DEVELOPING THE  
TEAM

## LEADERSHIP IN THE WORKPLACE 2 DAYS

**Topics covered in this course include:**  
types of leadership power, building group cohesion, keys to unlocking peak performance, motivation strategies and conflict management.

DEVELOPING  
YOURSELF

## EMOTIONAL INTELLIGENCE 2 DAYS

**Topics covered in this course include:**  
creating a culture of leadership, self awareness, relationship management, developing self and others and change in the workplace.

DEVELOPING THE  
COMMUNITY

## INFLUENCING SKILLS 1 DAY

**Topics covered in this course include:**  
goal setting, influencing up, down and across, power and influence, strategic influence and managing resistance.

## FOR MORE INFORMATION

Visit [www.odysseytraining.com/leadership](http://www.odysseytraining.com/leadership) or phone **1300 793 951** to discuss your individual needs.

**4 Hour Courses**  
Reduce time out of the office!



Maximise your learning and minimise time out of the office with our 4 Hour **Short & Sharp** training courses.

### BRISBANE, MELBOURNE & SYDNEY

COURSE	PRICE	DATES
<b>Coaching and Mentoring</b>	\$395	6 Jul, 14 Sep, 7 Nov
<b>Conflict Resolution</b>	\$395	22 May, 23 Jul, 27 Sep, 30 Nov
<b>Generations @ Work</b>	\$395	27 Jul, 8 Oct
<b>Giving and Receiving Feedback</b>	\$395	25 May, 31 Aug, 5 Nov
<b>Minute Taking</b>	\$395	4 May, 12 Jun, 13 Jul, 31 Aug, 28 Sep, 1 Nov
<b>Setting and Managing Work Priorities</b>	\$395	27 Jun, 24 Aug, 18 Oct
<b>Stress Management</b>	\$395	13 Jun, 1 Aug, 3 Oct, 29 Nov
<b>Team Building</b>	\$395	8 May, 12 July, 24 Sep, 5 Nov
<b>Telephone Techniques</b>	\$395	16 May, 10 Jul, 21 Sep, 30 Nov
<b>Workgroup Facilitation</b>	\$395	9 May, 17 Aug, 14 Nov
<b>Writing Effective Emails</b>	\$395	14 Jun, 30 Jul, 24 Sep, 27 Nov

### CAIRNS & TOWNSVILLE

COURSE	PRICE	DATES
<b>Minute Taking</b>	\$395	30 May, 22 Aug, 20 Nov
<b>Telephone Techniques</b>	\$395	19 Jun, 6 Sep
<b>Writing Effective Emails</b>	\$395	29 May, 17 Jul, 24 Oct

## Delivering it your way!

Odyssey Training has an extensive range of courseware designed for adult learners in a corporate environment.

All of our standard programs can be tailored and we specialise in developing customised programs to incorporate client specific examples, case studies and scenarios.



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