

CDU/AIM Short Courses

A Charles Darwin University training initiative

- A series of professional short courses specifically designed for managers and staff at all levels
- Bringing a practical hands-on dimension to the ongoing training needs of any organisation
- Providing continuing support for the individual's career growth and enhancement needs

DARWIN (CASUARINA CAMPUS)

2010 CDU/AIM Course Offerings	Days	Feb	Mar	Apr	May	Jun	Cost
Access 2007	2		19 & 26				\$750
Accounting for Non Accountants*	2				10 & 17		\$750
Administrative & Organisational Skills NEW!!	2	24 & 25					\$750
Dealing With Difficult People & Situations*	1				28		\$375
Developing High Performance Teams* NEW!!	2			26 & 27			\$750
Finance for Non Finance Managers* NEW!!	2	22 Feb & 1 Mar					\$750
Frontline Leadership* NEW!!	1			14			\$375
Cultural Diversity in the Workplace NEW!!	Half						\$200
Minute Taking NEW!!	Half				14		\$200
Microsoft Excel 2007 – Introductory	1			21			\$375
Microsoft Excel 2007 – Intermediate	1				5		\$375
Microsoft Excel 2007 – Advanced	1				19		\$375
MYOB	2		4 & 5				\$750
Professional Presentation*	2					4 & 11	\$750
Project Management Fundamentals*	2					8 & 9	\$750
The New Supervisor*	2		2 & 3		18 & 19		\$750
Writing Effective Reports & Documentation*	2		23 & 24			1 & 2	\$750
Young Manager program* NEW!!	3			20 - 22			\$1125

*AIM courses

For course descriptions visit www.cdu.edu.au/aimcourses

10% discount for:

AIM members

Not for profit organisations

Group enrolment of 3 or more participants for any one selected course

ENROL ONLINE

www.cdu.edu.au/businessandgovernment/shortcourses/enrol.html

CORPORATE TRAINING

Please contact Short Courses for in-house corporate training. We will customise courses to meet your organisational training needs.

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ALICE SPRINGS

2010 CDU/ AIM Course Offerings	Days	Feb	Mar	Apr	May	Jun	Cost
Access 2007	2		24 & 25				\$750
Time Management With Outlook NEW!!	2				19 & 20		\$750
Basic Computer Skills NEW!!	2		10 & 11				\$750
Dealing with Difficult People & Situations*	1	25					\$375
Cultural Diversity in the Workplace NEW!!	1					9	\$375
Microsoft Excel 2007 – Introductory	2		18 & 19				\$750
Microsoft Excel 2007 – Intermediate	2			22 & 23			\$750
Microsoft Excel 2007 – Advanced	2					3 & 4	\$750
The New Supervisor*	2					2 & 3	\$750

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