

TRAINING AND DEVELOPMENT

WE TRAIN OTAGO

We are well established as a provider of training programmes throughout the Otago region.

We offer a wide range of workshops and programmes to chamber members and the public on a variety of topics or on request. We can develop your own skills as a business operator as well as develop your staff and their skills.

Please find below our Training Calendar to the end of June 2012. If there are other topics you think we should include in our calendar over the next months please call us to discuss on 03 479 0181

TRAINING PLANNER FEBRUARY 2012 TO JUNE 2012

FEBRUARY	WORKSHOP TITLE	DURATION
9	Leadership in Health & Safety (part 1 of 6)	half day
23	Xcellerate – Diploma of Human Resources Management (part 1 of 8)	half day
23	Leadership in Health & Safety (part 2 of 6)	half day
27	KiwiHost – Advanced customer service skills *	full day
29	Xcellerate – Diploma of Executive Administration (part 1 of 8)	half day
MARCH	WORKSHOP TITLE	DURATION
6	Manage your time more effectively	half day
6	Xcellerate – Diploma of Business Management (part 1 of 8)	half day
8	Leadership in Health & Safety (part 3 of 6)	half day
8	Xcellerate – Diploma of Human Resources Management (part 2 of 8)	half day
13	Skill to manage difficult customers and complaints	half day
13	Speed reading and enhance your memory skills	full day
14	Xcellerate – Diploma of Executive Administration (part 2 of 8)	half day
15	Tools for team leaders	full day
19	Accounting for non Accountants	half day
20	Write for more business success	half day
20	Xcellerate – Diploma of Business Management (part 2 of 8)	half day
22	Xcellerate – Diploma of Human Resources Management (part 3 of 8)	half day
22	Leadership in Health & Safety (part 4 of 6)	half day
27	Customer loyalty – build your competitive advantage	half day
28	Xcellerate – Diploma of Executive Administration (part 3 of 8)	half day
28	KiwiHost – Advanced patient care and service *	full day
APRIL	WORKSHOP TITLE	DURATION
3	Xcellerate – Diploma of Business Management (part 3 of 8)	half day
4	Xcellerate – Diploma of Executive Administration (part 4 of 8)	half day
4	Leadership in Health & Safety (part 5 of 6)	half day
11	Minute writing	half day
12	Improve sales figures and close more sales	full day
12	Xcellerate – Diploma of Human Resources Management (part 4 of 8)	half day
17	Xcellerate – Diploma of Business Management (part 4 of 8)	half day
18	Xcellerate – Diploma of Executive Administration (part 5 of 8)	half day
19	Leadership in Health & Safety (part 6 of 6)	half day
24	KiwiHost – Advanced customer service skills *	full day
24	Xcellerate – Diploma of Business Management (part 5 of 8)	half day
26	Xcellerate – Diploma of Human Resources Management (part 5 of 8)	half day
30	Project management and planning	full day

For more information about any of the programmes
visit our website

www.otagochamber.co.nz

GOVERNMENT SUBSIDISED TRAINING

These service's have qualified for the NZTE Capability Development Voucher Scheme, and are eligible for a 50% voucher redemption.

Call the Training team at the Chamber for more information 03 479 0181

(* These workshops do not qualify)

TESTIMONIALS

"Loved the training – everything you had 'threatened' me with came true & I got out of it a much more prepared person..."

Participant: Accelerated Business Growth Programme

"best course I have ever been on! Practical, logical – we now have the tools to know how to implement lean manufacturing"

Participant: Lean Manufacturing programme

EMPLOYMENT RELATED

SERVICE PROGRAMMES

4Trades ✓

CadetMAX ✓

Straight to Work ✓

Succession Planning ✓

For more information:
Phone: 03 479 0181, 0800 42 49 68
Email training@otagochamber.co.nz

NZ CHAMBERS OF COMMERCE

O T A G O

Business Vitality

Otago Chamber of Commerce,
Website www.otagochamber.co.nz

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TRAINING AND DEVELOPMENT

Computer Training ✓

In House Training ✓

KiwiHost Customer Service Training ✓

Business Development ✓

Management Development ✓

Personal Development ✓

Community Development ✓

Training @ Breakfast ✓

Xcellerate ✓

MAY	WORKSHOP TITLE	DURATION
1	Xcellerate – Diploma of Business Management (part 6 of 8)	half day
2	Xcellerate – Diploma of Executive Administration (part 6 of 8)	half day
7	Pricing, costing and your margins	half day
8	KiwiHost – Professional telephone skills *	full day
8	Xcellerate – Diploma of Business Management (part 7 of 8)	half day
10	Xcellerate – Diploma of Human Resources Management (part 6 of 8)	half day
15	Xcellerate – Diploma of Financial Management (part 1 of 8)	half day
16	Xcellerate – Diploma of Executive Administration (part 7 of 8)	half day
16	KiwiHost – Key service skills *	full day
22	Develop new business by cold calling	half day
22	Xcellerate – Diploma of Business Management (part 8 of 8)	half day
24	Xcellerate – Diploma of Human Resources Management (part 7 of 8)	half day
24	KiwiHost – Advanced patient care and service *	full day
29	Xcellerate – Diploma of Financial Management (part 2 of 8)	half day
30	Xcellerate – Diploma of Executive Administration (part 8 of 8)	half day
30	KiwiHost – Advanced customer service skills *	full day

JUNE	WORKSHOP TITLE	DURATION
7	Xcellerate – Diploma of Human Resources Management (part 8 of 8)	half day
12	Xcellerate – Diploma of Financial Management (part 3 of 8)	half day
12	Manage your time more effectively	half day
14	Letter and report writing – including emails, memos and faxes	full day
25	Understanding your financial statements	half day
26	Xcellerate – Diploma of Financial Management (part 4 of 8)	half day
26	KiwiHost – Advanced patient care and service *	full day
27	Tools for team leaders	full day

For more information about any of the programmes visit our website

www.otagochamber.co.nz

TESTIMONIALS

"Congratulations to the Chamber of Commerce for providing such an outstanding service and support to people starting up their own business." **Be your Own Boss participant May 2009**

"...under the wing of the Otago Chamber of Commerce...It is so simple and convenient to use 4Trades. They keep the apprentice on the straight and narrow by offering advice and support when and if needed. 4Trades take care of the paperwork and the theory side of the apprenticeship leaving us to do what we do best, providing on the job practical training." **Richard Daniell, James Wren & Co, Dunedin**

[The support I received] "has opened up a career path for me. It has given me focus, direction, confidence, discipline and a feeling of self-worth." **MB (trainee)**

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