

Course Type	Length	Location	January	February	March	April	May	June	July	August	September	October	November	M	NM	NZTE
Project Management																
Prince2 Foundation	3 days	Dunedin					6, 7, 8				23, 24, 25			\$2150	\$2150	✓
Prince2 Practitioner	2 days	Dunedin					9, 10				26, 27			\$1475	\$1475	✓
Prince2 Combined Foundation and Practitioner	5 days	Dunedin					6 to 10				23 to 27			\$3240	\$3240	✓
Management Development																
NEW Creating Workplace Wellbeing for Leaders	½ day	Dunedin					15					16		\$250	\$350	
Employment Law Updates	1½ hours	Dunedin												\$30	\$60	
Health & Safety Small Business Link Group	1½ hours	Dunedin		27	27	24	29	26	31	28	25	30	27	Complimentary	Complimentary	
Leadership Academy	8 x 2 hours	Dunedin		16, 22	1, 8, 15, 22, 29	5				2, 9, 16, 23, 30	6, 13, 20			\$1500	\$1500	✓
Leadership Academy	4 x 5 hours	Central Otago					17, 24, 31	7						\$1500	\$1500	✓
NEW Managing Conflict for Leaders	½ day	Dunedin								28			20	\$250	\$350	
Advanced Presentation Techniques for Leaders	½ day	Dunedin					16			13			8	\$250	\$350	
Tools for Team Leaders	1 day	Dunedin		19			28			8			12	\$395	\$495	✓
Lean and Sustainability																
Lean, Efficient Systems and Processes	1 day	Dunedin				8			15					\$650	\$750	✓
Identify Capable Suppliers and Manage the Supply Chain	1½ hours	Dunedin				15			22					\$55	\$85	
Composting office food waste effectively	2 hours	Dunedin				3								\$60	\$95	
Sales and Marketing																
How to Slay Your Sales Dragons	½ day	Dunedin			12			18			18			\$395	\$495	
NEW Sales Management	½ day	Dunedin					14			27				\$395	\$495	
Creating Compelling Content	½ day	Dunedin				2				20				\$250	\$350	
10 Hot Tips for Networking	1 hour	Dunedin		8		16				16				Complimentary	Complimentary	
Customer Service																
KiwiHost Service Excellence Part 1	½ day	Dunedin		14			13			1			5	\$395	\$395	
KiwiHost Service Excellence Part 2	½ day	Dunedin		21			20			15			19	Price above covers part 1 & 2	Price above covers part 1 & 2	
Personal Development																
Creating Workplace Wellbeing	½ day	Dunedin			20					7				\$250	\$350	
Managing Conflict	½ day	Dunedin				3					18		6	\$250	\$350	
Effective Communication	½ day	Dunedin						26						\$250	\$350	
Manage your Time More Effectively	1½ hours	Dunedin				9			4			16		\$55	\$85	
Stress Resilience	½ day	Dunedin					1							\$250	\$350	

How to register: ☎ 03 479 181 | 0800 42 49 68 | @ training@otagochamber.co.nz | 🌐 www.otagochamber.co.nz

All information is correct as at 21 December 2018. All prices are GST exclusive. M = Member NM = Non-member

✓ Indicates these training services have qualified for the NZTE Capability Development Voucher Scheme and may be eligible for up to 50% co-funding.

Course Type	Length	Location	January	February	March	April	May	June	July	August	September	October	November	December	NFP	Commercial
Not for Profit Organisations																
Finance																
Accounting for non-accountants	½ day	Dunedin		26			15				11				\$50	\$260
Treasurers' roles risks and responsibilities	½ day	Dunedin						19							\$50	\$260
Successful funding applications and sponsorships	½ day	Dunedin			28			5				17			\$50	\$260
Leadership																
Communication for managers and leaders	½ day	Dunedin		20											\$50	\$260
Communication for managers and leaders	½ day	Alexandra		21											\$50	\$260
Courageous conversations in the workplace	½ day	Dunedin								21					\$50	\$260
Courageous conversations in the workplace	½ day	Alexandra								22					\$50	\$260
Developing self for managers and leaders	½ day	Dunedin										30			\$50	\$260
Developing self for managers and leaders	½ day	Alexandra										31			\$50	\$260
Essentials for managing staff part 1	½ day	Dunedin			13				23				7		\$50	\$260
Essentials for managing staff part 1	½ day	Dunedin			20				30				14		\$50	\$260
Essentials for managing staff part 1	½ day	Dunedin			27				6				31		\$50	\$260
Board members and committee members																
Governance and management	½ day	Dunedin				11			25						\$50	\$260
Meeting procedures	½ day	Dunedin					22								\$50	\$260
Strategic planning – the basics	½ day	Dunedin			5										\$50	\$260
Minute writing for Not for Profit Meetings	½ day	Dunedin				4					17				\$50	\$260
Marketing																
Social media part 1	½ day	Dunedin					24			30					\$50	\$260
Social media part 2	½ day	Dunedin					31				6				\$50	\$260

How to register: ☎ 03 479 181 | 0800 42 49 68 | @ training@otagochamber.co.nz | 🌐 www.otagochamber.co.nz

All information is correct as at 21 December 2018.

All prices are GST exclusive. NFP = Not for Profit organisations Commercial = Organisations outside of the Not for Profit sector