

Project Management			FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	M	NM	RBP
Prince2 Foundation	3 days	Dunedin		8-10		17-19							\$2473	\$2473	✓
Prince2 Practitioner	2 days	Dunedin		11-12		20-21							\$1265	\$1265	✓
Combined Foundation & Practitioner	5 days	Dunedin		8-12		17-21							\$3738	\$3738	
Management Development			FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	M	NM	RBP
Leadership Academy	8 x 2hrs	Dunedin	5,12,19,26	5,12,19,26					6,13,20,27	3,10,17,24			\$1725	\$1725	✓
Leadership Academy	3 x 5hrs	Central				7, 14, 21							\$1725	\$1725	✓
Resilient Leadership Support (TFTL)	1 day	Dunedin	23				17			15			\$690	\$790	✓ COV Sup
Lean & Sustainability			FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	M	NM	RBP
Productivity & Profit	1 day	Dunedin											\$748	\$863	✓
Identify Capable Suppliers and Manage the Supply Chain	1½ hrs	Dunedin											\$64	\$98	
			FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	M	NM	RBP
Sales & Marketing			FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	M	NM	RBP
How to Slay Your Sales Dragons	½ day	Dunedin	10		15		16		12		14		\$575	\$635	
Sales Management	½ day	ZOOM		11		13		15		16			\$575	\$635	
The Business of Sales NEW	3 hours	Dunedin & ZOOM	28										\$250	\$350	
Pitch Camp. Upgrade your presentations. NEW	4 hours	Dunedin											\$150	\$195	
FREE LT. Marketing Seminar. Kdmarketing	1 hour	Dunedin	16	18									FREE	FREE	
Presenting Online – Part 1 & 2 NEW	2 x 1.5hr	ZOOM											\$250	\$350	
Mastering Presentation & Speaking Techniques NEW	1 day	Dunedin											\$863	\$1093	
Personal & Workplace Development			FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	M	NM	RBP
Te Reo EduBits	4x 1hr	ZOOM											\$250	\$390	
FREE LT. Becoming an Age Friendly Business	1 hour	Dunedin & ZOOM	10										FREE	FREE	
Managing Workplace Conflict	3.5hrs	Dunedin			20					21			\$395	\$495	
Enhancing Workplace Communication	3.5hrs	Dunedin					22					16	\$395	\$495	
Manage your Time More Effectively	1½ hrs	Dunedin	26			14			20			5	\$70	\$110	
Harnessing Your Resilience	3.5hrs	Optional				25					19		\$395	\$495	✓
Being well: Enhancing workplace wellbeing	3.5hrs	Dunedin		16					17				\$395	\$495	
Writing for Workplace Success	4 x 1.5	Dunedin		2, 9, 16, 23				27	3,10,17				\$600	\$700	
Effective Business Writing	2 x 3hrs	Dunedin				18, 25							\$575	\$635	
ONLINE LEARNING															

Finance			FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	NFP	Commercial
Accounting for non-accountants & Treasurers' roles risks and responsibilities	½ day	Optional ZOOM & in person.		18			3					25		\$50	\$299
Accounting for Non accountants	½ day	Optional							5						
Treasurers' roles risks and responsibilities	½ day													\$50	\$299
Successful funding applications and sponsorships	½ day	Optional	11				9				6			\$50	\$299
Personal Development															
Mental Health First Aid Toolbox	4 hours	Dunedin		17			9		18			10		\$100	\$299
Anxiety Management	2 hours	Optional				26									
Anger Management 101.	2.5 hours	Optional			28										
Leadership			FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	NFP	Commercial
Communication for managers and leaders.	3 hours	Optional: Zoom & in person	17 (1pm)		22 (9am)				18 (1pm)		21 (9am)			\$50	\$299
Communication for managers and leaders														\$50	\$299
Courageous conversations in the workplace	3 hours	Optional: Zoom & in person			21 (1pm)		16 (1pm)		19 (9am)					\$50	\$299
Challenging Behaviour Management in Social Care settings.	2.5 hours	Optional.		3											
Carer Fatigue.	2.5 hours	Optional			21										
Career Planning for managers & leaders.	3 hours	Optional: Zoom & in person	18 (9am)				17 (9am)				20 (1pm)			\$50	\$299
Essentials for managing staff part 1	½ day	Dunedin		19			18			10		19		\$50	\$210
Essentials for managing staff part 2	½ day	Dunedin		26			25			17		26		\$50	\$210
Board & Committee Members			FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	NFP	Commercial
Governance and management	½ day	Dunedin				3			9					\$50	\$299
Governance and management	½ day	Alexandra												\$50	\$299
Meeting procedures	½ day	ZOOM		3		6				2				\$50	\$299
Strategic planning – the basics	½ day	Dunedin				24			16					\$50	\$299
Minute writing for Not for Profit Meetings	½ day	Optional ZOOM & in person.		25			24			30				\$50	\$299
Risk Management Planning in Social services settings	2.5 hours	Optional				11									
Marketing			FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	NFP	Commercial
Social media part 1 + 2	2 x ½ day	Dunedin or ZOOM	19,26	19, 26	23,30	21,28	18,25	23,30	20,27	17,24	22,29	19,26		\$100	\$420