

Course Type	Length	Location	January	February	March	April	May	June	July	August	September	October	November	M	NM	NZTE
<b>Project Management</b>																
Prince2 Foundation	3 days	Dunedin					6, 7, 8						18;19;20	\$2150	\$2150	✓
Prince2 Practitioner	2 days	Dunedin					9, 10						21;22	\$1475	\$1475	✓
Prince2 Combined Foundation and Practitioner	5 days	Dunedin					6 to 10						18-22	\$3240	\$3240	✓
<b>Management Development</b>																
Leadership Academy	8 x 2 hours	Dunedin		15, 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	✓
<b>NEW</b> Creating Workplace Wellbeing for Leaders	½ day	Dunedin					15				18			\$250	\$350	
<b>NEW</b> Managing Conflict for Leaders	½ day	Dunedin								28			20	\$250	\$350	
Advanced Presentation Techniques for Leaders	½ day	Various					16(D)		23 (B)	13			8	\$250	\$350	
Tools for Team Leaders	1 day	Dunedin		19			28			8			12	\$395	\$495	✓
Governance Principals	1 day	Dunedin							16							
<b>NEW</b> Growing Future Workers	½ day	Dunedin							10		04			\$60	\$95	
<b>Lean and Sustainability</b>																
Productivity & Profit	1 day	Dunedin				8			18					\$650	\$750	✓
Identify Capable Suppliers and Manage the Supply Chain	1½ hours	Dunedin				15			22					\$55	\$85	
<b>Sales and Marketing</b>																
How to Slay Your Sales Dragons	½ day	Dunedin			12			18			19			\$395	\$495	
<b>NEW</b> 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		7						19				Complimentary	Complimentary	
Web Genius Seminars	90 mins	Dunedin						12	24					\$80	\$100	
<b>Customer Service</b>																
KiwiHost Service Excellence	½ day	Dunedin		14			13			1			5	\$395	\$395	
<b>Personal &amp; Workplace Development</b>																
Creating Workplace Wellbeing	½ day	Dunedin			20					14				\$250	\$350	
Managing Conflict	½ day	Dunedin				3				28				\$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					2		\$250	\$350	
Writing for Workplace Success	4 x 1.5 hrs	Dunedin						25	02; 23; 30					\$150 per class	\$500	
<b>Seminars &amp; Meetings</b>																
Employment Law Updates	1 hour	Various			20,21,26	2								\$30	\$60	
Health & Safety Small Business Link Group	1½ hours	Dunedin		27	27	24	29	26	24	28	25	30	27	Complimentary		

**How to register:** ☎ 03 479 0181 | 0800 42 49 68 | @ [training@otagochamber.co.nz](mailto:training@otagochamber.co.nz) | 🌐 [www.otagochamber.co.nz](http://www.otagochamber.co.nz)

All information is correct as at 20 June 2019. 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
<b>Not for Profit Organisations</b>																
<b>Finance</b>																
Accounting for non-accountants	½ day	Dunedin		26			15				11				\$50	\$260
Treasurers' roles risks and responsibilities	½ day	Dunedin						19			5				\$50	\$260
Successful funding applications and sponsorships	½ day	Dunedin			28			13				17			\$50	\$260
<b>Leadership</b>																
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
Courageous conversations in the workplace	½ day	Oamaru								20					\$50	\$260
Courageous conversations in the workplace	½ day	Balclutha								22					\$50	\$260
Career Planning for managers and leaders	½ day	Dunedin						19				30	12		\$50	\$260
Career Planning for managers and leaders	½ day	Alexandra						20				31	13		\$50	\$260
Essentials for managing staff part 1	½ day	Dunedin					22				03		7		\$50	\$260
Essentials for managing staff part 2	½ day	Dunedin					29				10		14		\$50	\$260
Essentials for managing staff part 3	½ day	Dunedin						5			17		21		\$50	\$260
<b>Board members and committee members</b>																
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			28							\$50	\$260
Minute writing for Not for Profit Meetings	½ day	Dunedin				4					17				\$50	\$260
<b>Marketing</b>																
Social media part 1 +2	½ day	Dunedin					24; 31			30	6				\$50	\$260
Social media part 1+2	½ day	Balclutha						17; 24							\$50	\$260
Social media part 1+2	½ day	Alexandra						21;28			20; 27				\$50	\$260
Social media part 1+2	½ day	Oamaru							19;26						\$50	\$260

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