

| 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      |

**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. NFP = Not for Profit organisations Commercial = Organisations outside of the Not for Profit sector