



**ATI-MIRAGE**  
TRAINING & BUSINESS  
SOLUTIONS

# Training Schedule

**January – April 2018**

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**Telephone 08 9218 9059**

**[www.ati-mirage.com.au](http://www.ati-mirage.com.au)**



# Boost your training experience

**Workshops offering BIG LEARNING, in BYTE-sized sessions**

## BYTE-sized IT Workshops

ATI-Mirage offer a series of short IT sessions focussed on tips and techniques for Microsoft Desktop applications. These 2 hour workshops are run by our highly experienced staff, and provide focussed insights.

	Jan	Feb	Mar	Apr	Hours	* GST Free
<b>BYTE-sized IT Workshops</b>						
Collaboration with Office 365 Online	23	21	12	24	2	\$95*
Excel Logical Functions	23	21	12	24	2	\$95*
Excel Lookup Functions	23	21	12	24	2	\$95*
Excel PowerView and PowerPivot	23	21	12	24	2	\$95*
Office 365 Planner – Essentials	23	21	12	24	2	\$95*
Office 365 Sway – Essentials	23	21	12	24	2	\$95*
Office Delve – Essentials	23	21	12	24	2	\$95*
Office for iPad – Business Users	23	21	12	24	2	\$95*
Tidying Data in Excel	23	21	12	24	2	\$95*
Word Tables – Are they really better than Excel?	23	21	12	24	2	\$95*

## Professional Development and Wellness BYTEs

Are you looking for tips, tools and techniques to help you achieve in work and life? Our BYTE-sized workshops are full of contemporary content and practical advice. Join us for one 2-hour session, or stay for the day and collect even more takeaways.

	Jan	Feb	Mar	Apr	Hours	+ GST
<b>BYTE-sized Workshops</b>						
Achieve! your goals				18	2	\$120+
Change: Achieving Team Buy-in		28			2	\$120+
Creating Team Accountability		28			2	\$120+
Creativity and Innovation				18	2	\$120+
Developing Your Ei				18	2	\$120+
Generations @ Work: Creating Synergy		28			2	\$120+
Managing Your Digital Work/Life			22		2	\$120+
Movement for Deskbound Workers			22		2	\$120+
Project Lead			22		2	\$120+
<b>Special Event</b>						
The Art of Deliberate Success <b>NEW</b>			19-20		2 Days	\$1250+

# Training Schedule • January to April 2018



STEP 1: Select your course



STEP 2: Select a date



STEP 3: Book at [www.ati-mirage.com.au](http://www.ati-mirage.com.au)



## Computer Training

	Jan	Feb	Mar	Apr	*GST Free
<b>Communication and Collaboration</b>					
Collaborating with Office 365 and the Cloud <b>NEW</b>		14		20	\$365*
MS OneNote Paperless Office <b>NEW</b>		2		19	\$365*
MS Outlook		7	26	19	\$365*
MS SharePoint Authors <b>NEW</b> – ½ Day	30	12	14	16	\$250*
MS SharePoint Readers <b>NEW</b> – ½ Day	30	12	14	16	\$250*
MS SharePoint Site Managers	31	13	15	17	\$395*
MS Skype for Business <b>NEW</b> – ½ Day				30	\$250*
MS Teams <b>NEW</b>			16		\$395*
Time Management with MS Outlook			21		\$450+
<b>Database</b>					
MS Access Introduction	17		16		\$365*
MS Access Intermediate		1		5	\$365*
MS Access Advanced			7-8		\$720*
<b>Course available upon request:</b>					
MS Access VBA					\$790*
<b>General IT</b>					
MS Office 2016 Upgrade – ½ Day	19		20		\$250*
Introduction to Computers – ½ Day		28			\$250*
Learn to Touch Type – ½ Day		28			\$250*
<b>Courses available upon request:</b>					
Mobile Devices for Business - Workshop					\$250*
Working with Google Apps					\$250*
<b>Graphics and Desktop Publishing</b>					
Adobe Acrobat Essentials	22		12		\$395*
Adobe Acrobat Pro Form Design & Integration		16		5	\$395*
Adobe InDesign	17-18	5-6	27-28	12-13	\$790*
Adobe Photoshop	24-25	22-23	6-7	23-24	\$790*
Create Presentations with MS PowerPoint			9		\$450+
MS PowerPoint Introduction	16	15	1, 29		\$365*
MS PowerPoint Advanced		21		12	\$365*
MS Visio Introduction	12	6	2	12	\$395*
MS Visio Advanced	31		19		\$395*
<b>Courses available upon request:</b>					
MS Publisher					\$365*
Presenting with Prezi Next <b>NEW</b> – ½ Day					\$250*
Working with Adobe CS6					\$395*
<b>Project Management</b>					
MS Project Introduction	15	1, 22	13, 27	9	\$395*
MS Project Intermediate	16	2, 23	14, 28	10	\$395*
MS Project Advanced	29-30		20-21		\$790*
MS Project for Schedulers – Fundamentals		13			\$395*
MS Project for Schedulers – Specialist			23		\$395*
<b>Spreadsheets</b>					
MS Excel Introduction	9, 24	8, 19	6, 21	3, 17	\$365*
MS Excel Intermediate	10, 25	9, 20	7, 22	4, 18	\$365*
MS Excel Advanced	18-19	26-27	27-28	26-27	\$720*
MS Excel Dashboards and Data Analysis <b>NEW</b>	29			6	\$365*
MS Excel Data Analysis	23		22		\$365*
MS Excel Formulas & Functions		14		11	\$365*
MS Excel VBA		8-9		9-10	\$790*
<b>Word Processing</b>					
MS Word Introduction	11		8		\$365*
MS Word Intermediate	15	7	9	13	\$365*
MS Word Advanced	15-16			3-4	\$720*
MS Word – Dynamic Publishing <b>NEW</b>		20			\$365*
MS Word – Working with Reports and Manuals <b>NEW</b>				30	\$365*
<b>Course available upon request:</b>					
MS Word VBA					\$790*



## Wellness Training

	Jan	Feb	Mar	Apr	+ GST
Develop Your Emotional Intelligence <b>UPDATED</b>	25			4	\$450+
Emotional Agility – Your Key to Success (Coaching Package)					POA
Emotionally Intelligent Leaders <b>NEW</b>			9		\$450+
Manage Stress, Build Resilience <b>NEW</b>		14		20	\$450+



## Professional Development Training

	Jan	Feb	Mar	Apr	+ GST
<b>Communicating and Connecting</b>					
<b>Interpersonal Skills</b>					
Building Better Workplace Relationships		16			\$450+
Communication & Interpersonal Skills	22		14		\$450+
Communication Skills Advanced				10	\$450+
Conflict Management			26		\$450+
Create Presentations with MS PowerPoint			9		\$450+
Grow a Productive and Positive Work Environment		8		18	\$450+
Handling Difficult Conversations	31			13	\$450+
How to Overcome Your Fear of Public Speaking			27		\$520+
Influencing Skills		27			\$450+
Negotiation Skills <b>UPDATED</b>				5	\$450+
Presenting with Impact <b>UPDATED</b>		15-16			\$825+
Thinking and Speaking off the Cuff				30	\$520+
Valuing Workplace Diversity		22			\$450+
<b>Writing Skills</b>					
Business Writing	23			4	\$450+
Developing Effective Policies and Procedures <b>NEW</b>		26			\$450+
Organising Meetings and Taking Minutes		6			\$450+
Writing for Government		20		27	\$450+
Writing Ministerials and Briefing Notes			15		\$450+
Writing Reports and Business Cases			1		\$450+
<b>Customer Service and Sales</b>					
Customer Service Excellence	24			9	\$450+
Growing Client Relationships			13		\$450+
Sales Essentials				12	\$450+
Telephone Techniques – ½ Day <b>UPDATED</b>		23			\$325+
<b>HR and Training</b>					
HR Essentials			8-9		\$825+
Job Application and Interview Skills		14		30	\$450+
Job Interview Skills – ½ Day			29		\$325+
1-1 Coaching for Job Application and Interview (3 hours)					POA
Recruitment, Selection & Onboarding			7		\$450+
Turbocharge Your Career		28			\$450+
<b>Leading and Managing</b>					
Budgeting and Financial Reporting <b>UPDATED</b>			8		\$450+
Building High Performance Teams			2		\$450+
Coaching Skills for Supervisors and Managers		21			\$450+
Emerging Leaders			15-16		\$840+
Facilitating and Chairing Effective Meetings	29			11	\$450+
Ignite! Leadership Program for Middle Managers		19-20			\$840+
Leading and Managing Change		12			\$450+
Managing People and Performance			22-23		\$825+
Managing Virtual or Remote Teams	31			5	\$450+
Project Management		26-27			\$825+
Risk Management			13		\$450+
Stakeholder Engagement			12		\$450+
Strategic Planning and Execution				16	\$450+
Supervisor Toolkit	25			6	\$450+
<b>Safety, Health and Compliance</b>					
Accountable & Ethical Decision Making			7		\$450+
Accountable & Ethical Decision Making Refresher	17			3	\$325+
Leading WHS for Supervisors and Managers			19		\$450+
Preventing and Managing Discrimination, Bullying & Harassment		19			\$450+
Safety & Health Representatives 5 Days		26-28	1-2		\$950*
Safety and Health Representatives Refresher				26-27	\$490*
<b>Working Smart</b>					
Adapting to Change		2			\$450+
Business Acumen <b>NEW</b>				23	\$450+
Business Process Improvement			14		\$450+
Creative Thinking and Innovation		20			\$450+
Professional Administration Skills		15			\$450+
Professional Workplace Behaviours <b>NEW</b>				6	\$450+
The Art of Deliberate Success <b>NEW</b>			19-20		\$1250+
Time Management & Personal Productivity	30			10	\$450+
Time Management with MS Outlook			21		\$450+



## Qualifications

	Jan	Feb	Mar	Apr	*GST Free
Cert. IV in Business Administration					\$3400*
Cert. IV in Leadership and Management					\$3800*
Cert. IV in Work Health & Safety					\$3000*
Cert. IV in Project Management Practice			M1:19-21	M2:11-13	\$3000*
Diploma of Leadership and Management					\$4000*
Diploma of Project Management					\$3400*
PRINCE 2 Foundation			26-28	30	\$1900+
PRINCE 2 Practitioner			29-30		\$1500+

# A daily habit of reflection

Reflection allows you to hit the pause button, review your effectiveness and success, and take stock ready for the following day.

Reflecting on the things that went well allows you to create and consolidate positive habits. And if you hit a roadblock or made an error of judgment, reflection allows you to learn from what went wrong and choose a different approach next time. Aim to keep your reflections balanced: we sometimes tend to focus on the negatives, so make a conscious effort to acknowledge what you did well.

To make reflection part of your routine, choose a time at the end of your day which works for you. Focus on it at the same time, every day to build the habit. Perhaps take 5 minutes @ 5pm. The habit of reflection could have profound changes on your life – at the very least, it will enable you to improve the quality of your life and work.

Some questions to reflect on:

- Did I focus most of today on my top priorities?
- Did I leave people feeling energised after speaking with me?
- Did I provide positive recognition to someone today?
- Did I let people finish speaking? Was I truly present?
- How well did I respond to challenging situations?
- Did I allow the challenging situation to affect my behaviour towards:
  - People involved in the situation?
  - People unrelated to the situation?
- Did I do my best to work to my strengths and values?
- Did I take time to add value to someone's day?
- How well did I actively engage others for ideas and feedback?
- What lessons did I learn today?

For more tips, connect with us on social media or

[blog.ati-mirage.com.au/blog](http://blog.ati-mirage.com.au/blog)

