



Training Calendar 2024

An Interactive [Training Calendar](#). Click on the course dates below to view online course outline, or to register.

| Training Programme | | 2024 | | | | | | | | | | | | | | | RBP |
|--|--|--------------------------|----------------------|-----|----------------|-------|----------|-------|-----|-----|-------|-----|-----|-----|--------|--------|-----|
| | | Facilitator | Duration | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | M | NM | |
| Administration | | | | | | | | | | | | | | | | | |
| Art of Minute Taking | | Sherie Pointon | 1 day | | 18 | | | | | | | | | | \$540 | \$695 | |
| Essential Skills for Administration Professionals | | Sherie Pointon | 1 day | | 19 | | | | | | 11 | | | | \$540 | \$695 | |
| Business Development | | | | | | | | | | | | | | | | | |
| Delivering Exceptional Customer Service | | Duncan Ashford | 2 hours | | | 8 | | | | | | | | | \$190 | \$220 | ✓ |
| Financial Skills for Non-Financial Managers | | Richard Millar | 1 day | | | | 13 15 | | | | | 21 | | | \$625 | \$795 | ✓ |
| The Icehouse Business Owners Programme | | Jamie Brock | 1 day X 3 months | | 26 | 30 | | 4 | | | | | | | \$4500 | \$5970 | ✓ |
| Understand your Intellectual Property and use it Effectively | | Jane Pairman | 2 hours | | | 9 | | | | | | | | | \$50 | \$75 | |
| Leadership & Management | | | | | | | | | | | | | | | | | |
| Courageous Conversations | | Robin Rawson | 1 day | | | | 8 | | | | | | | | \$715 | \$795 | ✓ |
| Essentials of Leadership | | Mark Greaney | 2 days | | 13-14 18-19 | | | | | | | | | | \$1075 | \$1295 | ✓ |
| Legacy Leadership | | Robin Rawson | 2 days | | | | 6-7 | | | | 23-24 | | | | \$1255 | \$1395 | ✓ |
| Executive Health & Safety Leadership Programme | | Philip Voss | 2 days | | | | | | | | X | | | | \$3200 | \$3750 | ✓ |
| Performance Management | | Robin Rawson | 1 day | | | | | | 29 | | | | | | \$715 | \$795 | ✓ |
| Southland Leadership Academy | | Various Regional Leaders | 2 hours X 8 weeks | 2 | | | 3 17 | | | 2 | | 18 | | | \$1500 | N/A | ✓ |
| Personal Development | | | | | | | | | | | | | | | | | |
| Business Communication Skills | | Richard Millar | 1 day | | | | 14 | | | | | 22 | | | \$625 | \$795 | ✓ |
| Negotiating with Integrity | | Harry Fox | 2 days | | | 10-11 | | | | | | | | | \$995 | \$1295 | ✓ |
| Persuading & Influencing Others | | Duncan Ashford | 2 hours | | | | | | | | 17 | | | | \$190 | \$220 | ✓ |
| Presentation & Communication Skills | | Duncan Ashford | 2 hours | | | | | | | | 17 | | | | \$190 | \$220 | ✓ |
| The Write Way | | Duncan Ashford | 2 hours | | | 8 | | | | | | | | | \$190 | \$220 | ✓ |
| Time & Self Management | | Robin Rawson | 1 day | | | | | | 30 | | | | | | 715 | 795 | ✓ |
| Project Management | | | | | | | | | | | | | | | | | |
| Project Coordination Skills for Administrators | | Sherie Pointon | 1 day | | | | | | | | 10 | | | | \$540 | \$695 | |
| Project Management - PRINCE2® Foundation | | Paul Sutton | 3 days | | | | 1-3 | | | | | | | | \$2695 | \$3795 | ✓ |
| Project Management - PRINCE2® Practitioner | | Paul Sutton | 2 days | | | | | 20-21 | | | | | | | \$1995 | | ✓ |

KEY: Location: Te Anau Invercargill Gore | All prices are GST exclusive. Investment: **M** - Southland Business Chamber member **NM** - Non Member
RBP: ✓ Registered for Regional Business Partner (RBP) Management Capability Fund / Application to RBP (awaiting review)

The information below is accurate at the time of publication (**30 January 2024**). Please check our [website](#) for new professional development opportunities and latest course information.