



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						11				\$540	\$695	
Essential Skills for Administration Professionals	Sherie Pointon	1 day		19										\$540	\$695	
Best Practice for Business																
Delivering Exceptional Customer Service	Duncan Ashford	2 hours			8									\$190	\$220	
Genterpreter® 2024	Claire Spencer	1 hour							22					\$44	\$56	
Develop an Effective Marketing Strategy	Kate Martin	2 hours								10				-	-	
Financial Skills for Non-Financial Managers	Richard Millar	1 day				13					21			\$625	\$795	✓
The Icehouse Business Owners Programme	Jamie Brock	1 day X 3 months			30		4	30						\$4500	\$5970	✓
Leadership & Management																
Building a Culture of Trust and High Performing Teams	Halo	5 hours							11					\$397	\$497	✓
Courageous Conversations	Robin Rawson	1 day							31					\$715	\$795	✓
Essentials of Leadership	Mark Greaney	2 days		13-14 18-19						27-28				\$1075	\$1295	✓
Essential Leadership Skills	Richard Millar	1 day									23			\$650	\$825	
Leading Through Crisis	Halo	5 hours								11				\$397	\$497	
Leadership and High Pressure Decision Making	Halo	5 hours								14				\$397	\$497	
Leadership and Strategic Communication	Halo	5 hours									10			\$397	\$497	
Legacy Leadership	Robin Rawson	2 days				6-7					23-24			\$1255	\$1395	✓
Performance Management	Robin Rawson	1 day							29					\$715	\$795	✓
Southland Leadership Academy	<u>Various Regional Leaders</u>	2 hours X 8 weeks	2				3 17			2		18		\$1500	N/A	✓
Personal Development																
Business Communication Skills	Richard Millar	1 day				14								\$625	\$795	
Negotiating with Integrity	Harry Fox	2 days										18-19		\$995	\$1295	✓
Persuading & Influencing Others	Duncan Ashford	2 hours								17				\$190	\$220	
Presentation & Communication Skills	Duncan Ashford	2 hours								17				\$190	\$220	
Success Cafe with Dr David Keane	David Keane	1 day				28					4			\$995	\$1100	✓
The Write Way	Duncan Ashford	2 hours			8									\$190	\$220	
Time & Self Management	Robin Rawson	1 day							30					715	795	✓
Work Smarter - Not Harder	Richard Millar	1 day									22			\$625	\$795	



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Project Management																		
Project Coordination Skills for Administrators	Sherie Pointon	1 day								10				\$540	\$695			
Project Management - PRINCE2® Foundation	Paul Sutton	3 days						19-21						\$2695	\$3795	✓		
Project Management - PRINCE2® Practitioner	Paul Sutton	2 days							30-2					\$1995		✓		
Technology including Microsoft 365 Series																		
Highlights Real of The Great New Zealand AI Roadshow	New Zealand Ai	3 hours									9			From \$110				
Apps in 365	Engage IT Training	1 hour						23						\$55	\$70			
Forms in 365	Engage IT Training	1 hour						26						\$55	\$70			
Co-Pilot	Engage IT Training	1 hour												\$55	\$70			
The best of Excel	Engage IT Training	1 hour						23						\$55	\$70			
Overcome Email Overwhelm	Engage IT Training	1 hour						26						\$55	\$70			
Planner in Microsoft 365	Engage IT Training	1 hour												\$55	\$70			
Managing files in 365	Engage IT Training	1 hour												\$55	\$70			
SharePoint Sites	Engage IT Training	1 hour												\$55	\$70			
														M	NM	NFP		
Building Capability Series																		
Understand your Intellectual Property and use it Effectively	Jane Pairman	2 hours			9									\$44	\$56	\$44		
Get help with creating Policies and Procedures	Denise Lormans	2 hours				21								\$110	\$174	\$0		
Design with Canva	Lou Evans	2 hours					1	22	29					\$110	\$174	\$44		
Essentials of Recruitment	Samantha Cunningham	2 hours								3				\$110	\$174	\$44		
Fundamentals of Good Governance	Michelle Henderson	2 hours						13						\$110	\$174	\$44		
Payroll - Getting it Right	Kerryn Douglas	2 hours								6	2			\$110	\$174	\$44		
The Essential Innovation Toolkit	Brian Bell	2 hours									8			\$110	\$174	\$44		
Te Reo Māori for Business	Dr. Keri Milne-Ihimaera	2 hours									19			\$110	\$174	\$44		
Topic to be confirmed		2 hours												\$110	\$174	\$44		
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KEY: Location: Te Anau Invercargill Gore

All prices are GST exclusive.

Investment: **M** - Southland Business Chamber member **NM** - Guest **NFP** - Not for Profit / Charity

RBP: Registered for [Regional Business Partner \(RBP\) Management Capability Fund](#)

The information below is accurate at the time of publication (**25 August 2024**). Please check our [website](#) for new professional development opportunities and latest course information.