NZIM 2012 TRAINING CALENDAR

Governance	PAGE	DAY/S		INVERCARGILL FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DUNEDIN FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	REGIONS MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	Member	Non Member
Governance in Practice	11	1 day	☑								11					30																		$525	$685
Management + Leadership				FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	Member	Non Member
Business Ethics | NEW	12	1 day	☑				1															18												$525	$685
Employee Engagement | NEW	13	1 day	☑				2															17												$525	$685
Four Quadrant Leadership ®	14	3 days	☑	27													9						20											$1325	$1695
How to Manage + Lead Successfully	13	2 days	☑				29						6	15														(Queenstown)	21					$860	$1075
Lean Thinking	15	2 days	☑															27																$1500	$1875
Managing the Performance of your Staff	16	1 day	☑		6																6													$525	$685
National Certificate of Business (FLM) | Team Leader - Essential Skills	17	3 days	☑●																18															$1350	$1695
Managerial Excellence - NZIM Dip Mgt (Adv) | Business Finance | NEW	18	2 days	☑*										26																					$1295	$1675
Managerial Excellence - NZIM Dip Mgt (Adv) | Change Management	18	2 days	☑*					20																										$1295	$1675
Managerial Excellence - NZIM Dip Mgt (Adv) | Human Resource Management	19	2 days	☑*																	1														$1295	$1675
Managerial Excellence - NZIM Dip Mgt (Adv) | Operations Management | NEW	19	2 days	☑*															11																$1295	$1675
Managerial Excellence - NZIM Dip Mgt (Adv) | Strategic Management | NEW	20	2 days	☑*								17																							$1295	$1675
The Aging Workforce - Challenges + Options | NEW	20	3 hours	☑				3							17																				$295	$375
The Generation Challenge	20	4 hours	☑				3							17																				$295	$375
Project Management				FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	Member	Non Member
Project Management	28	2 days	☑									30						12																$1025	$1395
Project Management for Administrators	29	1 day													23																			$525	$685
Project Risk Management | NEW	29	1 day	☑										1					14																$525	$685
Communication Skills				FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	Member	Non Member
Building Relationship Versatility | NEW	38	2 days	☑									25			5																			$1250	$1600
Courageous Conversations	38	1 day	☑							16							8													(Queenstown)	19			$560	$695
Effective Business Writing	39	1 day			8																5													$525	$685
Effective Meeting Management | NEW	39	4 hours	☑							7					19																			$295	$375
E-mail Etiquette | NEW	40	3½ hours	☑							7					19																			$295	$375
Essential People + Communication Skills	40	1 day	☑		7																7													$525	$685
Negotiation Skills	41	2 days	☑										7						5															$860	$1075
Presentation Skills	41	2 days	☑		5																													$860	$1075
Report + Proposal Writing	43	1 day											2					15																$525	$685
Accounting + Finance				FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	Member	Non Member
Accounting for Non Accountants - Stage One	44	2 days	☑		15														25															$860	$1075
Accounting for Non Accountants - Stage Two	45	2 days	☑																		19													$860	$1075
Business + Personal Effectiveness				FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	Member	Non Member
Audit Training	50	1 day	☑●										15				28																	$525	$685
Effective Use of Time	51	1 day	☑										20				22								15 (Queenstown)									$525	$685
Emotional Intelligence	51	1 day	☑					26												28														$525	$685
Essential Skills for the Administrator	52	1 day								9					21																			$525	$685
Event Management	52	1 day	☑							10																								$525	$685
How to Manage your Manager + your Office	53	1 day				19																	8											$525	$685
Managing Stress	53	1 day	☑					27												29														$525	$685
Master your Learning | NEW	54	1 day	☑						19													30												$525	$685
National Certificate in Adult Education & Training | Facilitation Skills | NEW	55	2 days	☑●												8																			$1100	$1500
Problem Solving + Decision Making	56	1 day	☑															11																$525	$685
Process Mapping + Continuous Improvement	56	1 day	☑									29																						$525	$685
Professional Reception Skills	57	1 day								6					20															(Queenstown)	25			$525	$685
Speed Reading	57	1 day							20													31												$525	$685
The Art of Minute Taking	58	1 day								8					22															(Queenstown)	26			$525	$685
Time + Self Management	58	1 day	☑							17													23											$560	$695
Sales + Customer Service				FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	Member	Non Member
Delivering Great Customer Care	65	3 hours	☑			18																	7											$295	$375
Essential Selling Skills	65	2 days	☑		1																3													$860	$1075
How to Handle Difficult Customers	65	3 hours	☑			18																	7											$295	$375

KEY ▲ Course credits towards NZIM Dip Mgt (Advanced) - Level 6 ● Unit standard optional ☑ Approved programme for NZTE Capability Development Scheme - *up to 50% subsidy may be available - contact your local regional partner*

Central Otago | Jonathan Gadd - 03 440 0056 or Tara Druce - 03 448 8439 Clutha District | Linda Moore or Sarah Hayward Enterprise Clutha – 03 418 4048 Dunedin | Ross Grey, DCC - 03 474 3509 or Rae Farrell , OCCI - 03 479 0181
Invercargill | Simon Cockroft,Venture Southland - 03 21 11400 Queenstown/Wanaka | Ann Lockhart - 03 441 8254 Waitaki District | Gary Kircher gary.kircher@netspeed.net.nz