

Programmes are colour coded for location. Contact us for a copy of our training directory or please visit www.osea.org.nz/trainingcalendar to view full programme details.

| BUSINESS DEVELOPMENT | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | M | NM | NZTE |
|---|----------------|----------------|------------|-----------------------|-------|--------------|-------|-------|-------|--------------|-----|--------|--------|------|
| BUSINESS TECHNIQUES | | | | | | | | | | | | | | |
| Audit Training | | | | | 15 | | | | | 2 | | \$600 | \$725 | ✓ |
| Innovation Management | | | | | | 12 | | | 4 | | | \$600 | \$725 | ✓ |
| LearningBite - Privacy is Good for Business | | 31 | | | | | | 27 | | | | \$85 | \$125 | ✓ |
| NZIM Diploma in Project Management, Level 5 | | | | 18-19 | | | | | | | | \$6500 | \$6500 | ✓ |
| Project Management Fundamentals | | | | 15-17 | | | | 18-20 | | | | \$1390 | \$1790 | ✓ |
| FINANCE | | | | | | | | | | | | | | |
| Accounting for Non-Accountants, The Fundamentals (NEW) | | 22 | | | | | | | | | | \$360 | \$475 | ✓ |
| Finance for Non-Financial Managers | | | | 29-30 | | | | | | 27-28 | | \$990 | \$1380 | ✓ |
| GOVERNANCE | | | | | | | | | | | | | | |
| Governance 101 (NEW) | | 2 | | | | | | 14 | | | | \$325 | \$450 | ✓ |
| Governance Responsibility for Health and Safety | 23 | | 3 | | 15 | | | | | | | \$325 | \$450 | ✓ |
| ORGANISATIONAL CULTURE | | | | | | | | | | | | | | |
| Organisational Values and Ethics | | | | | | | | 13 | | | | \$650 | \$775 | ✓ |
| The FiSH! Philosophy | | 30 | | | | | | | | | | \$650 | \$790 | ✓ |
| Using TetraMap to Maximise Team Performance | | | | | | 5 | | | | | | \$400 | \$520 | ✓ |
| CUSTOMER SERVICE AND SALES | | | | | | | | | | | | | | |
| CUSTOMER SERVICE | | | | | | | | | | | | | | |
| Professional Front Office and Admin Skills | | 13 | | | | | | 19 | | | | \$600 | \$725 | x |
| Transform your Difficult Customers | | 3 | | | 12 | | 16 | | | | | \$325 | \$450 | ✓ |
| SALES AND MARKETING | | | | | | | | | | | | | | |
| Essential Selling Skills | | 27-28 | | | | | | | 18-19 | | | \$975 | \$1350 | ✓ |
| Marketing Master Class to Grow your Business | | | | | | | | 6 | | | | \$600 | \$725 | ✓ |
| Marketing Planning and Control | | | | | 21-22 | | | | | | | \$990 | \$1380 | ✓ |
| Marketing, The Fundamentals | | 17 | | | 14 | | | | | | | \$300 | \$425 | ✓ |
| EMPLOYMENT AND HUMAN RESOURCES | | | | | | | | | | | | | | |
| Employment Law 101 | 3 | 22-30 | | | 13 | | | | | | | \$300 | \$425 | ✓ |
| Human Resource Management | | | | 1-2 | | | | | | | | \$990 | \$1380 | ✓ |
| Human Resources: Managing Contemporary Issues (NEW) | | | | | | | | 11-12 | | | | \$975 | \$1350 | ✓ |
| LearningBite - Employment Agreements | 16 | 23 | | | 9 | | | | | | | \$85 | \$125 | ✓ |
| LearningBite - Parental Leave | | | | 10 | | | 25 | | | | | \$85 | \$125 | ✓ |
| LearningBite - Trial and Probation Periods | | | | 26 | | | 11 | | | | | \$85 | \$125 | ✓ |
| LearningBite - Warnings | | | 28 | | | 6 | | 12 | | | | \$85 | \$125 | ✓ |
| Managing Employee Performance | | | 6 | 16 | 7 | | | | | | | \$600 | \$725 | ✓ |
| Managing Medical Incapacity | | | | | 29 | | | | 26 | | | \$250 | \$375 | ✓ |
| Payroll: Calculating Holiday Pay and Wages | | | | 5 | 8 | | 17 | | | | | \$300 | \$425 | ✓ |
| Performance, Discipline and Procedural Fairness | | 10 | 6 | | | | 24 | | 27 | | | \$300 | \$425 | ✓ |
| Recruitment: Getting it Right the First Time! (NEW) | | 3 | | | | | | 14 | | 2 | | \$600 | \$725 | ✓ |
| HEALTH AND SAFETY | | | | | | | | | | | | | | |
| Health and Safety Representative Training | 13-14 27-28 | 6-7 | 3-4 3-4 | 22-23 8-9 29-30 | 12-13 | 3-4 10-11 | 21-22 | 4-5 | 9-10 | 6-7 20-21 | | \$620 | \$730 | ✓ |
| Building on Health and Safety Representative Training | | 13-14 27-28 | | 22-23 | 19-20 | | 14-15 | | 16-17 | | | \$620 | \$730 | ✓ |
| Advanced Training for Health and Safety Representatives | | | 10-11 | | | 17-18 | | | | 6-7 | | \$620 | \$730 | ✓ |
| Accident Investigation | 21 | 9 | | 31 | | | | 28 | | | | \$470 | \$620 | ✓ |
| Bullying in the Workplace | | | | 17 | | | 4 | | | | | \$300 | \$425 | ✓ |
| Hazard and Risk Management | | | | | | 4 | 28 | | 3 | | | \$470 | \$620 | ✓ |
| Health and Safety Management | | | | 9-10 | | | | | | | | \$990 | \$1380 | ✓ |
| Health and Safety Responsibilities | | | | | 6 | 12 | 30 | | | | | \$470 | \$620 | ✓ |
| Health and Safety Transitional Training (NEW) | | 21 | | | | | | | | | | \$400 | \$570 | ✓ |
| Managing Mental Illness in the Workplace | | 28 | | | | | | | 31 | | | \$360 | \$475 | ✓ |
| PCBU/Contractor Safety Management | 20 | 8 | | | | 20 | 29 | | 2 | | | \$470 | \$620 | ✓ |
| Winning Hearts and Minds for Safety (NEW) | | 14 | | | | | | | | | | \$650 | \$790 | ✓ |

INTERACTIVE: Click on the course title to view online course outlines including learning content, available locations, dates and investment

HOW TO REGISTER: ☎ 03 455 5165 | 0508 656 757 @ training@osea.org.nz 🌐 osea.org.nz

All information is correct as at 25 January 2017. All prices are GST exclusive. M = Member NM = Non Member

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|---|---------|-------|------|-------|--------------|-------|-------|-----|------------|-------|-----|--------|--------|------|--|
| | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | M | NM | NZTE | |
| MANAGEMENT AND LEADERSHIP | | | | | | | | | | | | | | | |
| MANAGEMENT | | | | | | | | | | | | | | | |
| Change Management | | | | | | 24-25 | | | | | | \$990 | \$1380 | ✓ | |
| Critical Thinking and Decision Making <small>(NEW)</small> | | 29 | | | | | | | | | | \$650 | \$790 | ✓ | |
| Elevate: Leading Business Performance <small>(NEW)</small> | | | | | | 20-21 | | | | | | \$990 | \$1380 | ✓ | |
| Elevate: Leading Others <small>(NEW)</small> | | | | 10-11 | | | | | 5-6 | | | \$990 | \$1380 | ✓ | |
| Elevate: Leading Self <small>(NEW)</small> | | 22-23 | | | | | 30-31 | | | | | \$990 | \$1380 | ✓ | |
| Manage and Lead Successfully | | | | | 31-1 | | 2-3 | | | 29-30 | | \$990 | \$1380 | ✓ | |
| Managing Difficult and Disruptive People <small>(NEW)</small> | | 28 | | | | | | | | | | \$650 | \$790 | ✓ | |
| Strategic Management | | | | | | 26-27 | | | | | | \$990 | \$1380 | ✓ | |
| LEADERSHIP | | | | | | | | | | | | | | | |
| Basics of People Leadership | 17 | 16 | 7 28 | 15 | 27 | | 9 | 15 | | 3 | | \$600 | \$725 | ✓ | |
| Four Quadrant Leadership® | | 6-8 | | 1-3 | | 24-26 | | | 2-4 | | | \$1350 | \$1700 | ✓ | |
| Four Quadrant Leadership Refresher <small>(NEW)</small> | | | 10 | | 26 | | | | | 13 | | \$650 | \$775 | ✓ | |
| Leadership for Women | | | | 8-9 | | | | 7-8 | | | | \$1350 | \$1700 | ✓ | |
| Performance Leadership | | | | | | | | | 16-17 | | | \$975 | \$1350 | ✓ | |
| Valuing and Engaging Multicultural Perspectives <small>(NEW)</small> | | | 10 | | | | | | | | | \$650 | \$790 | ✓ | |
| PERSONAL AND SKILL DEVELOPMENT | | | | | | | | | | | | | | | |
| COMMUNICATION | | | | | | | | | | | | | | | |
| Assertiveness Skills | | | 12 | | | | 16 | | 18 | | | \$325 | \$450 | ✓ | |
| Courageous Conversations | 16 | | | | 27 | | | | | 14 | | \$650 | \$775 | ✓ | |
| Effective Business Writing | | 21 | | 16 | | | | | | | | \$680 | \$950 | ✓ | |
| Interpersonal Communication Skills | | 27 | | | | | | | 30 | | | \$650 | \$775 | ✓ | |
| Negotiation Skills | | 29 | | 12 | | | | | | | | \$650 | \$775 | ✓ | |
| Public Speaking Skills | | 24 | | | 23 | | | | | | | \$600 | \$725 | ✓ | |
| PERSONAL DEVELOPMENT | | | | | | | | | | | | | | | |
| Art of Minute Taking | | 15 | | | | | | 21 | | | | \$600 | \$725 | x | |
| Building Great Working Relationships with Managers <small>(NEW)</small> | | 15 | | | | | | | | | | \$650 | \$790 | ✓ | |
| Developing Empathy <small>(NEW)</small> | | | | | | | 1 | | | | | \$300 | \$425 | x | |
| Developing Resilience <small>(NEW)</small> | | 24 | | | | | | | | | | \$300 | \$425 | ✓ | |
| Essential Skills for the Administrator | | 14 | | | | | | 20 | | | | \$600 | \$725 | x | |
| Wrinkles, Grey Hair and You! | | | 12 | | | | | | | | | \$650 | \$775 | x | |
| TIME MANAGEMENT | | | | | | | | | | | | | | | |
| Time and Self Management | | | 11 | | 28 | | | | | 15 | | \$650 | \$775 | ✓ | |
| Time Management for Increased Productivity | | 16 | | | | | | 22 | | | | \$360 | \$475 | ✓ | |
| TRAINING AND ASSESSMENT | | | | | | | | | | | | | | | |
| Train the Trainer | | | | | | | 28-29 | | | | | \$1390 | \$1790 | ✓ | |
| Workplace Assessment | | 3 | | | | | 30 | | | | | \$990 | \$1380 | x | |