

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	27-28											\$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	✓

TRAINING CALENDAR

OUR VISION

To be your most highly valued training partner.

MISSION AND PURPOSE

We will offer a comprehensive business training curriculum to develop skills and improve business performance, productivity and effectiveness; providing superior quality, value and exceptional service.

	Dunedin				Invercargill				Queenstown				Oamaru		
	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 ^(NEW)		29										\$650	\$790	✓	
Elevate: Leading Business Performance ^(NEW)						20-21						\$990	\$1380	✓	
Elevate: Leading Others ^(NEW)				10-11					5-6			\$990	\$1380	✓	
Elevate: Leading Self ^(NEW)		22-23						30-31				\$990	\$1380	✓	
Manage and Lead Successfully					31-1			2-3			29-30	\$990	\$1380	✓	
Managing Difficult and Disruptive People ^(NEW)		28										\$650	\$790	✓	
Strategic Management						26-27						\$990	\$1380	✓	
LEADERSHIP															
Basics of People Leadership	17	16	7	15	27		9	15		3		\$600	\$725	✓	
Four Quadrant Leadership®		6-8		1-3		24-26			2-4			\$1350	\$1700	✓	
Four Quadrant Leadership Refresher ^(NEW)			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 ^(NEW)			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 ^(NEW)		15										\$650	\$790	✓	
Developing Empathy ^(NEW)							1					\$300	\$425	x	
Developing Resilience ^(NEW)		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	