

TIMETABLE 2021
Business Workshops - Face to Face
TLC 186 Hutt St Adelaide

February	13	Innovative Goal Setting	9:30 - 12:00	TLC
	17	Time Management	9:30 – 12:30	TLC
	25	Art of Mentoring	9:30 – 12:30	TLC
March	10	Building your Resume	10:00 – 12:00	TLC
	17	Interview tips and Practice	10:00 – 12:00	TLC
	24	Minute Taking workshop @ PACE	9:00 – 12:30	Uni Adelaide
April	14	Train the Trainer – the Basics	9:00 – 4:00	TLC
	21	Train the Trainer – design the info	9:00 – 4:00	TLC
	28	Train the Trainer – prepare to present	9:00 – 4:00	TLC
May	6	Prepare to Coach	9:00 – 12:00	TLC
	11	Train the Trainer Getting started @ PACE	9:00 – 4:30	Uni Adelaide
	26	Art of Delegation	10:00 – 12:00	TLC
June	9	Innovative Skills for Trainers	9:30 – 12:30	TLC
	24	Habits of Effective Team Leaders	9:30 – 12:30	TLC
	30	Preparing to Lead	9:30 – 12:30	TLC
July	1	Minute Taking – tips and techniques	9:30 – 12:30	TLC
	14	Art of Mentoring	9:30 – 12:30	TLC
	28	Building your Resume	10:00 – 12:00	TLC
August	4	Innovative Training - storyboarding	9:30 – 12:30	TLC
	18	Developing assessment activities	9:30 – 12:30	TLC
	23	Interview tips and Practice	10:00 – 12:00	TLC
September	8	Leading with Emotional Intelligence	10:00 – 12:00	TLC
	15	Habits of Effective Team Leaders	9:30 – 12:30	TLC
	20	Train the Trainer – the Basics	9:00 – 4:00	TLC
October	6	Appreciating the Differences (MBTI)	9:30 – 12:30	TLC
	21	Minute Taking workshop @ PACE	9:00 – 12:30	Uni Adelaide
	28	Train the Trainer design/develop @ PACE	9:00 – 4:30	Uni Adelaide
November	8	Powerful Presentations	9:00 – 4:00	TLC
	11	Minute Taking – tips and techniques	9:30 – 12:30	TLC
	29	Time Management	9:30 – 12:30	TLC
December	1	Develop a plan – get organised	10:00 – 12:00	TLC
	11	Setting Goals for 2022	9:30 - 12:00	TLC

*Morning workshops are available via ZOOM
Phone us on 08 82270310 for more information*

*All workshops are available for your in house training program
The case studies and materials can be tailored
specifically to meet your business needs*