

TIMETABLE 2023
Business Workshops - Face to Face
TLC 186 Hutt St Adelaide

February	8	Innovative Goal Setting	9:30 - 12:00	TLC
	22	Time Management	9:30 – 12:30	TLC
March	7	Train the Trainer – the Basics	9:00 – 4:00	TLC
April	12	Provide work skill instruction HBTA	9.00 – 4.00	Private Client
	13	Plan assessment activities and processes HBTA	9:00 – 4:00	Private Client
May	9	Train the Trainer – prepare to present	9:00 – 4:00	TLC
	23	Use trg packages to meet client needs HBTA	9:00 – 4:00	Private Client
	24	Participate in Assessment validation HBTA	9:00 – 4:00	Private Client
June	7	Advanced Facilitation	9:30 – 12:30	TLC
	20	Habits of Effective Team Leaders	10:00 – 12:00	TLC
	27	Conduct Assessment HBTA	9:00 – 4:00	Private Client
	28	Design and develop learning programs HBTA	9:00 – 4:00	Private Client
July	25	Plan, organise and facilitate learning in the workplace HBTA	9:00 – 4:00	Private Client
	26	Design and develop assessment tools HBTA	9:30 – 4.00	Private Client
August	8	Appreciating the Differences (MBTI)	9:30 – 12:30	TLC
	15	Plan, organise and deliver group-based learning HBTA	9:00 – 4:00	Private Client
	16	Address adult language, literacy and numeracy skills HBTA	9:00 – 4:00	Private Client
September	6	Train the Trainer – the Basics	9:00 – 4:00	TLC
	19	Minute Taking – tips and techniques	9:30 – 12:30	TLC
October	17	Art of Mentoring	9:30 – 12:30	TLC
	31	Advanced Facilitation	9:30 – 12:30	TLC
November	8	Time Management	9:30 – 12:30	TLC
	21	Train the Trainer – prepare to present	9:00 – 4:00	TLC
December	6	Innovative Goal Setting	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*

*For a timetable for the nationally accredited TAE40116,
conducted through HBTA in Adelaide;
Please contact us by email: Catherine@trainingforlearning.com
or phone reception on 08 82270310.
Ask us about the SA Government funding available for TAE40116*

