

TIMETABLE 2024
Business Workshops - Face to Face
TLC 186 Hutt St Adelaide

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|------------------|----|--|---------------|------------|
| February | 22 | Innovative Goal Setting | 9:30 - 12:00 | TLC |
| | 29 | Time Management | 9:30 – 12:30 | TLC |
| March | 14 | Train the Trainer – the Basics | 9:00 – 4:00 | TLC |
| | 19 | Organising & Archiving your photographic memories | 10:00 – 12:00 | TLC |
| April | 17 | Minute Taking– tips and techniques | 9:30 – 12:30 | TLC |
| | 30 | Appreciating the Differences (MBTI) | 9:30 – 12:30 | TLC |
| May | 9 | Train the Trainer – prepare to present | 9:00 – 4:00 | TLC |
| | 28 | Advanced Facilitation | 9:30 – 12:30 | TLC |
| June | 13 | Art of Mentoring | 9:30 – 12:30 | TLC |
| | 25 | Habits of Effective Team Leaders | 10:00 – 12:00 | TLC |
| July | 11 | Train the Trainer – the Basics | 9:00 – 4:00 | TLC |
| | 24 | Organising & Archiving your photographic memories | 10:00 – 12:00 | TLC |
| August | 14 | Appreciating the Differences (MBTI) | 9:30 – 12:30 | TLC |
| | 29 | Art of Mentoring | 9:30 – 12:30 | TLC |
| September | 12 | Train the Trainer – prepare to present | 9:00 – 4:00 | TLC |
| | 25 | Minute Taking – tips and techniques | 9:30 – 12:30 | TLC |
| October | 10 | Time Management | 9:30 – 12:30 | TLC |
| | 29 | Innovation in Facilitation - storyboarding | 9:30 – 12:30 | TLC |
| November | 8 | Being organised at work & at home | 9:30 – 12:30 | TLC |
| | 21 | Train the Trainer – writing your material | 9:00 – 4:00 | TLC |
| December | 5 | 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 organisation*

*For a timetable for the nationally accredited TAE40122,
conducted through HBTA RTO 30831 in Adelaide;
Please contact us by email: Catherine@trainingforlearning.com
or phone reception on 08 82270310.*