

TIMETABLE 2025
Business Workshops - Face to Face
TLC 186 Hutt St Adelaide & regional locations

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|------------------|-------|--|-----------------------------|-------------------|
| February | 17-18 | Train the Trainer – the Basics 2 days | 9:00 - 3:30 | Mt Gambier |
| | 25 | Innovative Goal Setting | 9:30 – 12:00 | TLC |
| March | 17-18 | Train the Trainer – the next step 2 days | 9:00 – 3:30 | Mt Gambier |
| | 26 | Organising & Archiving your photographic memories | 10:00 – 12:00 | TLC |
| April | 9 | Train the Trainer – getting started 1 day | 9:00 – 4:00 | TLC |
| | 30 | Appreciating the Differences (MBTI) | 9:30 – 12:30 | TLC |
| May | 12-13 | Train the Trainer – prepare & presentation 2 days | 9:00 – 4:00 | Mt Gambier |
| | 30 | Advanced Facilitation | 9:30 – 12:30 | TLC |
| June | 13 | Minute Taking– tips and techniques | 9:30 – 12:30 | TLC |
| | 25 | Habits of Effective Team Leaders | 10:00 – 12:00 | TLC |
| July | 22 | Art of Mentoring | 9:30 – 12:30 | TLC |
| | 31 | Organising & Archiving your photographic memories | 10:00 – 12:00 | TLC |
| August | 14 | Time Management AM Minute Taking – tips and techniques PM | 9:30 – 12:30 1:30 – 4:00 | Mt Gambier |
| September | 5 | Storyboarding & other facilitation tools | 9:30 – 12:30 | TLC |
| | 23 | Train the Trainer – getting started 1 day | 9:00 – 4:00 | TLC |
| October | 9 | Time Management | 9:30 – 12:30 | TLC |
| | 29 | Train the Trainer – writing your material | 9:30 – 4:00 | TLC |
| November | 3 | Organising & Archiving your photographic memories | 9:30 – 12:30 | Mt Gambier |
| | 4 | Prepare to present – public speaking | 9:00 – 4:00 | Mt Gambier |
| | 20 | Being organised at work & at home | 9:30 – 12:30 | TLC |
| | 25 | Train the Trainer – writing your material | 9:00 – 4:00 | TLC |
| December | 5 | Innovative Goal Setting | 9:30 - 12:00 | Mt Gambier |

*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*

*If you would like to organise training for your region,
Please contact Catherine or Theresa on 08 82270310.*

