




# TP3 Training Schedule - Sydney

 1300 658 388

COURSE TYPE	COURSE NAME	DURATION	PRICE (inc GST)	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	
Microsoft Office and Adobe	Access									
	Access 2013 Introduction	2 days	\$900.00		5					Book Now
	Adobe									
	Illustrator CS6 Introduction	2 days	\$900.00	28						Book Now
	InDesign CS6 Introduction	2 days	\$900.00	16						Book Now
	Excel									
	Excel 2010 Advanced	1 day	\$450.00		5, 21	12, 18, 31	7, 17, 27	8		Book Now
	Excel 2010 Intermediate	1 day	\$450.00	16, 28	7, 18	4, 16, 26	3, 13, 29	11, 19		Book Now
	Excel 2010 Introduction	1 day	\$450.00	31	11, 27	10, 20, 30	8, 21	1, 6, 15		Book Now
	Excel 2013 Advanced	1 day	\$450.00	10, 23	8, 14, 25	9, 19, 24	1, 9, 14, 24, 30	5, 15		Book Now
	Excel 2013 Intermediate	1 day	\$450.00	24, 30	12, 22, 28	6, 17, 23	2, 10, 16, 22, 28	7, 14, 18		Book Now
	Excel 2013 Introduction	1 day	\$450.00	29	6, 19, 29	5, 13, 25	6, 15, 23	4, 13		Book Now
	Excel 2016 Advanced	1 day	\$450.00	10, 23	8, 14, 25	9, 19, 24	1, 9, 14, 24, 30	5, 15		Book Now
	Excel 2016 Intermediate	1 day	\$450.00	24, 30	12, 22, 28	6, 17, 23	2, 10, 16, 22, 28	7, 14, 18		Book Now
	Excel 2016 Introduction	1 day	\$450.00	29	6, 19, 29	5, 13, 25	6, 15, 23	4, 13		Book Now
	Excel VBA Advanced	2 days	\$900.00	22		26	30			Book Now
	Excel VBA Introduction	2 days	\$900.00		7		15			Book Now
	Powerpoint									
	Powerpoint 2010 Advanced	1 day	\$450.00			5				Book Now
	Powerpoint 2010 Introduction	1 day	\$450.00		4		6	13		Book Now
	PowerPoint 2013 Advanced	1 day	\$450.00			11				Book Now
	PowerPoint 2013 Introduction	1 day	\$450.00		13		10			Book Now
	PowerPoint 2016 Advanced	1 day	\$450.00	21		16				Book Now

\* Denotes GST exempt

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Microsoft Office and Adobe	PowerPoint 2016 Introduction	1 day	\$450.00		15		20		Book Now	
	Project									
	Project 2010 Advanced	1 day	\$450.00		15			6	Book Now	
	Project 2010 Introduction	2 days	\$900.00			19	22		Book Now	
	Project 2013 Advanced	1 day	\$450.00		15			6	Book Now	
	Project 2013 Introduction	2 days	\$900.00			19	22		Book Now	
	Project 2016 Advanced	1 day	\$450.00		15			6	Book Now	
	Project 2016 Introduction	2 days	\$900.00			19	22		Book Now	
	SharePoint									
	SharePoint 2013 Intermediate - Site Owners	2 days	\$1,300.00				25		7	Book Now
	SharePoint 2013 Introduction	1 day	\$450.00			4		6		Book Now
	Visio									
	Visio 2010 Introduction	2 days	\$900.00		13			1		Book Now
	Visio 2013 Introduction	2 days	\$900.00		13			1		Book Now
	Word									
	Word 2010 Advanced	1 day	\$450.00	17	18			3		Book Now
	Word 2010 Intermediate	1 day	\$450.00		14	18		21		Book Now
	Word 2010 Introduction	1 day	\$450.00		1	3		8		Book Now
	Word 2013 Advanced	1 day	\$450.00	17	18			3		Book Now
	Word 2013 Intermediate	1 day	\$450.00		14	18		21		Book Now
Word 2013 Introduction	1 day	\$450.00		1	3		8		Book Now	
Word 2016 Advanced	1 day	\$450.00		18			3		Book Now	
Word 2016 Intermediate	1 day	\$450.00		14	18		21		Book Now	
Word 2016 Introduction	1 day	\$450.00		1	3		8		Book Now	
Professional Development	Business Writing									
	Business Writing Skills	1 day	\$650.00	14	14	11	13	12		Book Now
	Writing Business Cases and Proposals	1 day	\$650.00			23				Book Now
	Writing Policies and Procedures	3 days	\$2,100.00		5, 5					Book Now
	Writing Reports	1 day	\$650.00				1			Book Now
	Influence and Negotiate									
Influencing Skills Foundation	1 day	\$650.00	23		17			4	Book Now	

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Professional Development	Leadership for Managers									
	Finance for Non Finance Managers	2 days	\$1,400.00		25		23			Book Now
	Leadership - Managing People	2 days	\$1,400.00			12	30			Book Now
	Leadership Essentials	1 day	\$700.00		13		14			Book Now
	Strategic Thinking and Planning	1 day	\$700.00		15		20			Book Now
	Personal Leadership									
	Building Resilience	3 hours	\$330.00		6		2			Book Now
	Time Management	1 day	\$650.00	16	11	19	15	7		Book Now
	Presentation Skills									
	Presentation Skills	2 days	\$1,300.00		21	25	16	5		Book Now

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# TP3 Training Schedule - Melbourne

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Microsoft Office and Adobe	Access									
	Access 2007 Introduction	2 days	\$900.00		5			4		Book Now
	Excel									
	Excel 2007 Advanced	1 day	\$450.00		6, 21	10, 30	15, 30	15		Book Now
	Excel 2007 Intermediate	1 day	\$450.00		5, 14, 22	6, 16, 25	1, 13, 22, 29	5, 13, 18		Book Now
	Excel 2007 Introduction	1 day	\$450.00	14	4, 12, 20, 26	5, 19, 31	9, 20, 28	4, 12		Book Now
	Excel 2010 Advanced	1 day	\$450.00		6, 21	10, 30	15, 30	15		Book Now
	Excel 2010 Intermediate	1 day	\$450.00	16	5, 14, 22	6, 16, 25	1, 13, 22, 29	5, 13, 18		Book Now
	Excel 2010 Introduction	1 day	\$450.00		4, 12, 20, 26	5, 19, 31	9, 20, 28	4, 12		Book Now
	Excel 2013 Advanced	1 day	\$450.00	28	7, 18	9, 27	14, 24	6		Book Now
	Excel 2013 Intermediate	1 day	\$450.00	16	5, 14, 22	6, 16, 25	1, 13, 22, 29	5, 13, 18		Book Now
	Excel 2013 Introduction	1 day	\$450.00	14	4, 12, 20, 26	5, 19, 31	9, 20, 28	4, 12		Book Now
	Excel 2016 Advanced	1 day	\$450.00	28	7, 18	9, 27	14, 24	6		Book Now
	Excel 2016 Intermediate	1 day	\$450.00	16	5, 14, 22	6, 16, 25	1, 13, 22, 29	5, 13, 18		Book Now
	Excel 2016 Introduction	1 day	\$450.00	14	4, 12, 20, 26	5, 19, 31	9, 20, 28	4, 12		Book Now
	Excel VBA Advanced	2 days	\$900.00		21		27			Book Now
	Excel VBA Introduction	2 days	\$900.00	16		25				Book Now
	Powerpoint									
	PowerPoint 2007 Advanced	1 day	\$450.00				12		7	Book Now
	PowerPoint 2007 Introduction	1 day	\$450.00			11		3		Book Now
	Powerpoint 2010 Advanced	1 day	\$450.00				12		7	Book Now
	Powerpoint 2010 Introduction	1 day	\$450.00			11		3		Book Now
	PowerPoint 2013 Advanced	1 day	\$450.00				17		11	Book Now
	PowerPoint 2013 Introduction	1 day	\$450.00			13				Book Now
	PowerPoint 2016 Advanced	1 day	\$450.00				18		14	Book Now
	PowerPoint 2016 Introduction	1 day	\$450.00			15		16		Book Now

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Microsoft Office and Adobe	Project									
	Project 2007 Introduction	2 days	\$900.00		19					Book Now
	Project 2010 Introduction	2 days	\$900.00		19		22			Book Now
	Project 2013 Introduction	2 days	\$900.00		19		9, 22			Book Now
	Project 2016 Introduction	2 days	\$900.00		19		22			Book Now
	SharePoint									
	SharePoint 2013 Intermediate - Site Owners	2 days	\$1,300.00		7		2			Book Now
	SharePoint 2013 Introduction	1 day	\$450.00			13				Book Now
	Visio									
	Visio 2010 Introduction	2 days	\$900.00		27	3				Book Now
	Visio 2013 Introduction	2 days	\$900.00		27	3				Book Now
	Word									
	Word 2007 Advanced	1 day	\$450.00	23	25	26	21	19		Book Now
	Word 2007 Intermediate	1 day	\$450.00		15	24	17	8		Book Now
	Word 2007 Introduction	1 day	\$450.00		6	20	8	1		Book Now
	Word 2010 Advanced	1 day	\$450.00		25	26	21	19		Book Now
	Word 2010 Intermediate	1 day	\$450.00		15	24	17	8		Book Now
	Word 2010 Introduction	1 day	\$450.00		6	20	8	1		Book Now
	Word 2013 Advanced	1 day	\$450.00		25	26	21	19		Book Now
	Word 2013 Intermediate	1 day	\$450.00		15	24	17	8		Book Now
Word 2013 Introduction	1 day	\$450.00		6	20	8	1		Book Now	
Word 2016 Advanced	1 day	\$450.00		25	26	21	19		Book Now	
Word 2016 Intermediate	1 day	\$450.00		15	24	17	8		Book Now	
Word 2016 Introduction	1 day	\$450.00		6	20	8	1		Book Now	
Professional Development	Business Writing									
	Business Writing Skills	1 day	\$650.00			23		7		Book Now
	Writing Business Cases and Proposals	1 day	\$650.00			3	29			Book Now
	Leadership for Managers									
	Leadership - Managing People	2 days	\$1,400.00	24		17	15			Book Now
Leadership Essentials	1 day	\$700.00		11			14		Book Now	

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Professional Development	Personal Leadership									
	Building Resilience	3 hours	\$330.00			12				Book Now
	Speak Up - Difficult Conversations	1 day	\$650.00			25		12		Book Now
	Time Management	1 day	\$650.00		13		27			Book Now
	Presentation Skills									
	Presentation Skills	2 days	\$1,300.00			9	30			Book Now
	Project Management									
	Project Management Fundamentals	2 days	\$1,400.00			4				Book Now
	Sales and Customer Service									
Customer Service - Reaching for Remarkable	1 day	\$650.00		19		9			Book Now	

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# TP3 Training Schedule - Online

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Professional Development	Mastering the Virtual Classroom								
	Facilitating in the Virtual Classroom	90 mins	\$850.00	9, 9	19, 19				Book Now

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