


# MCI Solutions Training Schedule - Sydney

COURSE TYPE	COURSE NAME	DURATION	PRICE (inc GST)	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY		
Microsoft Office and Adobe	Excel										
	Excel Advanced	1 Day	\$450.00	21		20	25	28		Book Now	
	Excel Intermediate	1 Day	\$450.00	20	16	16	23	21		Book Now	
	Excel Introduction	1 Day	\$450.00	23	5	18	16	14		Book Now	
	Excel VBA Introduction	2 Days	\$900.00		26		28			Book Now	
	PowerPoint										
	PowerPoint Advanced	1 Day	\$450.00			27	21			Book Now	
	PowerPoint Introduction	1 Day	\$450.00		15		14			Book Now	
	Project										
	Project Advanced	1 Day	\$450.00		23	23		25		Book Now	
	Project Introduction	2 Days	\$900.00		19		17			Book Now	
	SharePoint										
	SharePoint 2013 Intermediate - Site Owners	2 Days	\$1,300.00						4		Book Now
	SharePoint 2013 Introduction	1 Day	\$450.00				2			Book Now	
	Visio										
	Visio Introduction	2 Days	\$900.00		14		15			Book Now	
	Word										
	Word Advanced	1 Day	\$450.00			19		29		Book Now	
	Word Intermediate	1 Day	\$450.00		13		22			Book Now	
Word Introduction	1 Day	\$450.00			17				Book Now		
Professional Development	Business Writing										
	Business Writing	1 Day	\$700.00		13		25			Book Now	
	Writing Business Cases and Proposals	1 Day	\$700.00				15			Book Now	
	Writing Policies and Procedures	3 Days	\$2,100.00				16			Book Now	

\* Denotes GST exempt

Dates in green indicate guaranteed to run courses


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COURSE TYPE	COURSE NAME	DURATION	PRICE (inc GST)	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	
Professional Development	Communications									
	Effective Communication, Influencing and Assertiveness Skills	2 Days	\$1,400.00		27					Book Now
	Influence and Negotiate									
	Difficult Situations at Work	2 Days	\$1,400.00				14			Book Now
	Influencing Skills	1 Day	\$700.00				7			Book Now
	Leadership for Management									
	Finance for Non-Finance Managers	2 Days	\$1,400.00				28			Book Now
	Leadership Essentials	1 Day	\$700.00				1			Book Now
	Leadership Managing People	2 Days	\$1,400.00			4		20		Book Now
	Strategic Thinking and Planning	1 Day	\$700.00		6		11			Book Now
	Time Management	1 Day	\$700.00			12		6		Book Now
	Personal Leadership									
	Communications – Making Connections	1 Day	\$700.00			18				Book Now
	Customer Service – Reaching for Remarkable	1 Day	\$700.00				3	12		Book Now
	Presentations Skills									
	Presentation Skills	2 Days	\$1,400.00			23		26		Book Now
	Project Management									
	Project Management	2 Days	\$1,400.00		8		9	7		Book Now
	Training Academy									
	Advanced Facilitation Skills Powered by Gamestorming	2 Days	\$900.00	27		16				Book Now
Train the Trainer	2 Days	\$1,400.00		15	10				Book Now	

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Microsoft Office and Adobe	Excel										
	Excel Advanced	1 Day	\$450.00		8	13	17	19		Book Now	
	Excel Intermediate	1 Day	\$450.00	20		30		8		Book Now	
	Excel Introduction	1 Day	\$450.00			11		6		Book Now	
	Excel VBA Introduction	2 Days	\$900.00				24			Book Now	
	PowerPoint										
	PowerPoint Advanced	1 Day	\$450.00			18		21		Book Now	
	PowerPoint Introduction	1 Day	\$450.00			17		20		Book Now	
	Project										
	Project Advanced	1 Day	\$450.00					1		Book Now	
	Project Introduction	2 Days	\$900.00				2			Book Now	
	Visio										
	Visio Introduction	2 Days	\$900.00						4		Book Now
	Word										
	Word Advanced	1 Day	\$450.00						22		Book Now
Word Intermediate	1 Day	\$450.00					28			Book Now	
Word Introduction	1 Day	\$450.00			19					Book Now	
Professional Development	Business Writing										
	Business Writing	1 Day	\$700.00				9			Book Now	
	Writing Business Cases and Proposals	1 Day	\$700.00					31		Book Now	
	Writing Policies and Procedures	3 Days	\$2,100.00					29		Book Now	
	Influence and Negotiate										
	influencing Skills	1 Day	\$700.00		16		10				Book Now
Leadership for Management											
Finance for Non-Finance Managers	2 Days	\$1,400.00						28		Book Now	

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Professional Development	Leadership Essentials	1 Day	\$700.00		23		21			Book Now
	Leadership Managing People	2 Days	\$1,400.00			5		27		Book Now
	Time Management	1 Day	\$700.00			10		18		Book Now
	Presentations Skills									
	Presentation Skills	2 Days	\$1,400.00				7			Book Now
	Project Management									
	Project Management	2 Days	\$1,400.00			23			13	

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