


# MCI Solutions Training Schedule - Sydney

COURSE TYPE	COURSE NAME	DURATION	PRICE (inc GST)	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	
Microsoft Office and Adobe	Access									
	Access Advanced	1 Day	\$682.00			27		16		Book Now
	Access Intermediate	1 Day	\$682.00				17			Book Now
	Access Introduction	1 Day	\$682.00		26				19	Book Now
	Excel									
	Excel Advanced	1 Day	\$462.00	31	13, 25	14, 25	9, 29	13, 28	17, 27	Book Now
	Excel Intermediate	1 Day	\$462.00	24	7, 21	7, 21	4, 23	7, 23	11, 24	Book Now
	Excel Introduction	1 Day	\$462.00	22	4, 18	4, 18	1, 16	3, 20	3, 20	Book Now
	Excel Pivot Tables	1 Day	\$462.00		27					Book Now
	Excel VBA Advanced	2 Days	\$1,364.00		28			14		Book Now
	Excel VBA Introduction	2 Days	\$1,364.00				30		25	Book Now
	Office 365									
	Office 365 for Business	1 Day	\$462.00				2			Book Now
	Outlook									
	Outlook Introduction	1 Day	\$462.00			11				Book Now
	PowerPoint									
	PowerPoint Advanced	1 Day	\$462.00			12			4	Book Now
	PowerPoint Intermediate	1 Day	\$462.00		12			6		Book Now
	PowerPoint Introduction	1 Day	\$462.00	30			8			Book Now
	Project									
	Project Advanced	1 Day	\$682.00			13			5	Book Now
	Project Intermediate	1 Day	\$682.00		11			21		Book Now
	Project Introduction	1 Day	\$682.00		6			8		Book Now
SharePoint										
SharePoint Level 1	1 Day	\$682.00					17		Book Now	

\* Denotes GST exempt

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Microsoft Office and Adobe	SharePoint Level 2	1 Day	\$682.00					29		Book Now
	Visio									
	Visio Intermediate	1 Day	\$682.00			28				Book Now
	Visio Introduction	1 Day	\$682.00		20				13	Book Now
	Word									
	Word Advanced	1 Day	\$462.00				15			Book Now
	Word Intermediate	1 Day	\$462.00			19			12	Book Now
Word Introduction	1 Day	\$462.00		19			2		Book Now	
Professional Development	Business Writing									
	Business Writing	1 Day	\$743.00		4		8		4	Book Now
	Writing Business Cases and Proposals	1 Day	\$743.00			19			20	Book Now
	Writing Policies and Procedures	2 Days	\$2,310.00			20				Book Now
	Writing Reports	1 Day	\$743.00		26			23		Book Now
	Influence and Negotiate									
	Conflict Management	1 Day	\$743.00				10			Book Now
	Influencing Skills	1 Day	\$743.00		20	5			5	Book Now
	Negotiation Skills	2 Days	\$1,485.00	30						Book Now
	Leadership for Management									
	Building High-Performing Teams	2 Days	\$1,485.00				2			Book Now
	Change Management	2 Days	\$1,485.00		11				3	Book Now
	Finance for Non-Finance Managers	2 Days	\$1,485.00		27			13		Book Now
	Leadership Essentials	1 Day	\$743.00		14	6			6	Book Now
	Leadership Managing People	2 Days	\$1,485.00		18	11			25	Book Now
	Strategic Thinking and Planning	1 Day	\$743.00			13				Book Now
	Time Management	1 Day	\$743.00		25			21		Book Now
	Personal Leadership									
	Communications – Making Connections	1 Day	\$743.00		6			7		Book Now
	Customer Service Excellence	1 Day	\$743.00		11			8		Book Now
Improving Productivity using Outlook	1 Day	\$743.00			20	11			Book Now	
Managing Stress & Resilience	1 Day	\$743.00					16		Book Now	

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Professional Development	Presentations Skills									
	Presentation Skills	2 Days	\$1,485.00		18		15		13	Book Now
	Project Management									
	Project Management Fundamentals	2 Days	\$1,485.00		7		17		18	Book Now
	Training Academy									
	Advanced Facilitation Skills Powered by Gamestorming	2 Days	\$1,485.00		21			1		Book Now
	LEGO® SERIOUS PLAY® Methodology Facilitator Program	3 Days	\$3,300.00		13	26				Book Now
Train the Trainer	2 Days	\$1,485.00				7		28	Book Now	

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# MCI Solutions Training Schedule - Melbourne

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Microsoft Office and Adobe	Access									
	Access Advanced	1 Day	\$682.00				24			Book Now
	Access Intermediate	1 Day	\$682.00			27				Book Now
	Access Introduction	1 Day	\$682.00		20					Book Now
	Excel									
	Excel Advanced	1 Day	\$462.00	30	19	20	15	23	24	Book Now
	Excel Intermediate	1 Day	\$462.00	22	12	13	8	14	12	Book Now
	Excel Introduction	1 Day	\$462.00	17	4	5	1	7	3	Book Now
	Excel VBA Advanced	2 Days	\$1,364.00		26		16		26	Book Now
	Excel VBA Introduction	2 Days	\$1,364.00		6		4		4	Book Now
	PowerPoint									
	PowerPoint Advanced	1 Day	\$462.00		21		23		25	Book Now
	PowerPoint Intermediate	1 Day	\$462.00		13		9		20	Book Now
	PowerPoint Introduction	1 Day	\$462.00		5		3		11	Book Now
	Project									
	Project Advanced	1 Day	\$682.00		28		30		21	Book Now
	Project Intermediate	1 Day	\$682.00		14		11		13	Book Now
	Project Introduction	1 Day	\$682.00	23		26			6	Book Now
	Word									
	Word Advanced	1 Day	\$462.00				29			Book Now
Word Intermediate	1 Day	\$462.00			21			18	Book Now	
Word Introduction	1 Day	\$462.00		25			16		Book Now	
Professional Development	Business Writing									
	Writing Business Cases and Proposals	1 Day	\$743.00		26			15		Book Now
	Writing Reports	1 Day	\$743.00			27			13	Book Now

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COURSE TYPE	COURSE NAME	DURATION	PRICE (inc GST)	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	
Professional Development	Influence and Negotiate									
	Conflict Management	1 Day	\$743.00				1			Book Now
	Influencing Skills	1 Day	\$743.00			4			12	Book Now
	Leadership for Management									
	Leadership Essentials	1 Day	\$743.00		20	6			18	Book Now
	Leadership Managing People	2 Days	\$1,485.00		6	13			4	Book Now
	Time Management	1 Day	\$743.00		19			7		Book Now
	Presentations Skills									
	Presentation Skills	2 Days	\$1,485.00		4		9		25	Book Now
	Project Management									
	Project Management Fundamentals	2 Days	\$1,485.00		12		16		19	Book Now
	Training Academy									
	Train the Trainer	2 Days	\$1,485.00			19				Book Now

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# MCI Solutions Training Schedule - Online

COURSE TYPE	COURSE NAME	DURATION	PRICE (inc GST)	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE		
Microsoft Office and Adobe	Excel										
	Virtual Class - Excel: Automation with Macros	1.5 Hours	\$99.00		6		17			Book Now	
	Virtual Class - Excel: Dashboards	1.5 Hours	\$99.00		6		17			Book Now	
	Virtual Class - Excel: Data modelling with Scenarios, Goal Seek & Solver	1.5 Hours	\$99.00		18			9		Book Now	
	Virtual Class - Excel: Error-proofing your spreadsheets	1.5 Hours	\$99.00		18			9		Book Now	
	Virtual Class - Excel: Formulas for everyday calculations	1.5 Hours	\$99.00			7		20		Book Now	
	Virtual Class - Excel: Formulas for What-If analysis	1.5 Hours	\$99.00			7		20		Book Now	
	Virtual Class - Excel: Mastering VLOOKUP formulas	1.5 Hours	\$99.00			19			4	Book Now	
	Virtual Class - Excel: Pivot Tables and Pivot Charts	1.5 Hours	\$99.00			19			4	Book Now	
	Virtual Class - Excel: Sorting and Filtering Lists and Databases	1.5 Hours	\$99.00				3		18	Book Now	
	Virtual Class - Excel: Top ten tips	1.5 Hours	\$99.00				3		18	Book Now	
	Office 365										
	Virtual Class - Office 365: Getting started	1.5 Hours	\$99.00		6					4	Book Now
	PowerPoint										
Virtual Class - PowerPoint: Animation and transition effects	1.5 Hours	\$99.00		18					18	Book Now	
Virtual Class - PowerPoint: Creating your first slide show presentation	1.5 Hours	\$99.00			7					Book Now	
Visio											
Virtual Class - Visio: Lesson 1 Getting started	1.5 Hours	\$99.00				19				Book Now	
Virtual Class - Visio: Lesson 3 Working with text and pages	1.5 Hours	\$99.00					17			Book Now	

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Microsoft Office and Adobe	Virtual Class - Visio: Lesson 4 Org charts and flow diagrams	1.5 Hours	\$99.00					9		Book Now	
	Word										
	Virtual Class - Word: Styles and Tables of Content	1.5 Hours	\$99.00					20		Book Now	
Professional Development	Communication Skills										
	Virtual Class - Achieve Email Excellence	1.5 Hours	\$165.00		12				14	Book Now	
	Virtual Class - Be a Great Communicator	1.5 Hours	\$165.00		12				14	Book Now	
	Virtual Class - Be Assertive in the Workplace	1.5 Hours	\$165.00		12				28	Book Now	
	Virtual Class - Build Positive Relationships	1.5 Hours	\$165.00		27				28	Book Now	
	Virtual Class - Communicate with Confidence	1.5 Hours	\$165.00			15				Book Now	
	Virtual Class - Deal with Difficult Customers	1.5 Hours	\$165.00			15				Book Now	
	Virtual Class - High Stakes Conversations	1.5 Hours	\$165.00			25				Book Now	
	Virtual Class - Manage Stress to Remain Effective	1.5 Hours	\$165.00				29			Book Now	
	Virtual Class - Negotiate like a Pro	1.5 Hours	\$165.00					14		Book Now	
	Virtual Class - Offer Extraordinary Customer Service	1.5 Hours	\$165.00					14		Book Now	
	Virtual Class - Structure Your Presentation for Maximum Engagement	1.5 Hours	\$165.00						14	Book Now	
	Leadership										
	Virtual Class - Capitalise on Diversity	1.5 Hours	\$165.00		27						Book Now
	Virtual Class - Coach and be a Mentor	1.5 Hours	\$165.00			15					Book Now
	Virtual Class - Lead your Team through Change	1.5 Hours	\$165.00					9			Book Now
	Virtual Class - Run Effective Meetings	1.5 Hours	\$165.00						30		Book Now
	Self Management										
	Virtual Class - Be Courageous	1.5 Hours	\$165.00		27					28	Book Now
	Virtual Class - Improve Time Management	1.5 Hours	\$165.00					9			Book Now
	Virtual Class - Improve your Productivity	1.5 Hours	\$165.00					9			Book Now
	Virtual Class - Lead Yourself Through Change	1.5 Hours	\$165.00					29			Book Now
	Virtual Class - Own your career	1.5 Hours	\$165.00						30		Book Now
	Work in a Team										
	Virtual Class - Demonstrate Emotional Intelligence	1.5 Hours	\$165.00				25				Book Now

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Professional Development	Virtual Class - Effective Feedback Strategies for Success	1.5 Hours	\$165.00			25				Book Now
	Virtual Class - Manage Conflict	1.5 Hours	\$165.00				29			Book Now
	Virtual Class - Overcome team dysfunction to build high performance	1.5 Hours	\$165.00					14		Book Now
	Virtual Class - Solve Problems Creatively	1.5 Hours	\$165.00					30		Book Now

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