

MCI Solutions Training Schedule - Sydney

COURSE TYPE	COURSE NAME	DURATION	PRICE (inc GST)	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	
Microsoft Office and Adobe	Access									
	Access Advanced	1 Day	\$682.00		8					Book Now
	Access Intermediate	1 Day	\$682.00		22					Book Now
	Excel									
	Excel Advanced	1 Day	\$462.00		21	13				Book Now
	Excel Intermediate	1 Day	\$462.00		14	10				Book Now
	Excel Introduction	1 Day	\$462.00			3				Book Now
	Excel VBA Advanced	2 Days	\$1,364.00		15					Book Now
	Excel VBA Introduction	2 Days	\$1,364.00		5					Book Now
	PowerPoint									
	PowerPoint Intermediate	1 Day	\$462.00	30		11				Book Now
	PowerPoint Introduction	1 Day	\$462.00		19					Book Now
	Project									
	Project Advanced	1 Day	\$682.00			12				Book Now
	Project Introduction	1 Day	\$682.00		7					Book Now
	SharePoint									
	SharePoint Level 1	1 Day	\$682.00		20					Book Now
	SharePoint Level 2	1 Day	\$682.00		27					Book Now
	Word									
	Word Advanced	1 Day	\$462.00	29						Book Now
Word Intermediate	1 Day	\$462.00		1					Book Now	
Professional Development	Business Writing									
	Business Writing	1 Day	\$743.00	31						Book Now
	Writing Business Cases and Proposals	1 Day	\$743.00	31						Book Now

* Denotes GST exempt

Dates in green indicate guaranteed to run courses

 info@mci.edu.au

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Professional Development	Influence and Negotiate									
	Conflict Management	1 Day	\$743.00		5					Book Now
	Influencing Skills	1 Day	\$743.00			11				Book Now
	Negotiation Skills	2 Days	\$1,485.00		12					Book Now
	Leadership for Management									
	Change Management	2 Days	\$1,485.00		12					Book Now
	Finance for Non-Finance Managers	2 Days	\$1,485.00			3				Book Now
	Leadership Essentials	1 Day	\$743.00			10				Book Now
	Leadership Managing People	2 Days	\$1,485.00			4				Book Now
	Performance Coaching	1 Day	\$743.00		1					Book Now
	Strategic Thinking and Planning	1 Day	\$743.00	23						Book Now
	Time Management	1 Day	\$743.00		15					Book Now
	Personal Leadership									
	Customer Service Excellence	1 Day	\$743.00		6					Book Now
	Presentations Skills									
	Presentation Skills	2 Days	\$1,485.00		6					Book Now
	Project Management									
	Project Management Fundamentals	2 Days	\$1,485.00	24		6				Book Now
	Training Academy									
	Advanced Facilitation Skills Powered by Gamestorming	1 Day	\$1,485.00	29						Book Now
LEGO® SERIOUS PLAY® Methodology Facilitator Program	3 Days	\$3,300.00			4				Book Now	

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1300 768 550

MCI Solutions Training Schedule - Melbourne

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Microsoft Office and Adobe	Excel									
	Excel Advanced	1 Day	\$462.00	23		17				Book Now
	Excel Intermediate	1 Day	\$462.00		13	10				Book Now
	Excel Introduction	1 Day	\$462.00		1	3				Book Now
	PowerPoint									
	PowerPoint Advanced	1 Day	\$462.00		7					Book Now
	PowerPoint Intermediate	1 Day	\$462.00		12					Book Now
Professional Development	Business Writing									
	Business Writing	1 Day	\$743.00		13					Book Now
	Writing Reports	1 Day	\$743.00		5					Book Now
	Influence and Negotiate									
	Influencing Skills	1 Day	\$743.00			3				Book Now
	Leadership for Management									
	Leadership Essentials	1 Day	\$743.00		7					Book Now
	Leadership Managing People	2 Days	\$1,485.00			10				Book Now
	Time Management	1 Day	\$743.00		14					Book Now
Presentations Skills										
Presentation Skills	2 Days	\$1,485.00			4				Book Now	

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MCI Solutions Training Schedule - Online

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Microsoft Office and Adobe	Excel										
	Virtual Class - Excel: Automation with Macros	1.5 Hours	\$99.00		23					Book Now	
	Virtual Class - Excel: Dashboards	1.5 Hours	\$99.00		23					Book Now	
	Virtual Class - Excel: Data modelling with Scenarios, Goal Seek & Solver	1.5 Hours	\$99.00		7					Book Now	
	Virtual Class - Excel: Error-proofing your spreadsheets	1.5 Hours	\$99.00	22		3				Book Now	
	Virtual Class - Excel: Formulas for everyday calculations	1.5 Hours	\$99.00		7	11				Book Now	
	Virtual Class - Excel: Formulas for What-If analysis	1.5 Hours	\$99.00		15	19				Book Now	
	Virtual Class - Excel: Mastering VLOOKUP formulas	1.5 Hours	\$99.00		15	19				Book Now	
	Virtual Class - Excel: Pivot Tables and Pivot Charts	1.5 Hours	\$99.00		15	19				Book Now	
	Virtual Class - Excel: Sorting and Filtering Lists and Databases	1.5 Hours	\$99.00	30	23					Book Now	
	PowerPoint										
	Virtual Class - PowerPoint: Animation and transition effects	1.5 Hours	\$99.00		7						Book Now
	Visio										
	Virtual Class - Visio: Lesson 1 Getting started	1.5 Hours	\$99.00				3				Book Now
	Virtual Class - Visio: Lesson 2 Shapes, connectors and containers	1.5 Hours	\$99.00				3				Book Now
Virtual Class - Visio: Lesson 3 Working with text and pages	1.5 Hours	\$99.00				11				Book Now	
Virtual Class - Visio: Lesson 4 Org charts and flow diagrams	1.5 Hours	\$99.00				11				Book Now	
Professional Development	Communication Skills										
	Virtual Class - Achieve Email Excellence	1.5 Hours	\$165.00			20				Book Now	

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Professional Development	Virtual Class - Be a Great Communicator	1.5 Hours	\$165.00		26					Book Now	
	Virtual Class - Be Assertive in the Workplace	1.5 Hours	\$165.00		26					Book Now	
	Virtual Class - Build Positive Relationships	1.5 Hours	\$165.00			4				Book Now	
	Virtual Class - Deal with Difficult Customers	1.5 Hours	\$165.00			20				Book Now	
	Virtual Class - Prepare resources and slides to meet the audience requirements	1.5 Hours	\$165.00		8					Book Now	
	Virtual Class - Structure your presentation for maximum engagement	1.5 Hours	\$165.00		13					Book Now	
	Virtual Class - Use body language to your advantage	1.5 Hours	\$165.00		16					Book Now	
	Leadership										
	Virtual Class - Capitalise on Diversity	1.5 Hours	\$165.00			4					Book Now
	Virtual Class - Celebrate Success	1.5 Hours	\$165.00	23							Book Now
	Virtual Class - Coach and be a Mentor	1.5 Hours	\$165.00			12					Book Now
	Virtual Class - Develop a set of recruitment criteria	1.5 Hours	\$165.00	23							Book Now
	Virtual Class - Improve Motivation for a Positive Team Culture	1.5 Hours	\$165.00	23							Book Now
	Virtual Class - Screen and shortlist candidates	1.5 Hours	\$165.00		8						Book Now
	Self Management										
	Virtual Class - Be Courageous	1.5 Hours	\$165.00		26						Book Now
	Virtual Class - Deal with Change	1.5 Hours	\$165.00			4					Book Now
	Virtual Class - Do what you say you will do	1.5 Hours	\$165.00	31							Book Now
	Virtual Class - Grow from mistakes	1.5 Hours	\$165.00	31							Book Now
	Virtual Class - Take responsibility for YOU	1.5 Hours	\$165.00		16						Book Now
	Work in a Team										
	Virtual Class - Demonstrate Emotional Intelligence	1.5 Hours	\$165.00			20					Book Now
	Virtual Class - Manage Conflict	1.5 Hours	\$165.00			12					Book Now
	Virtual Class - Solve Problems Creatively	1.5 Hours	\$165.00			12					Book Now

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