

MCI Solutions Training Schedule - Sydney

COURSE TYPE	COURSE NAME	DURATION	PRICE (inc GST)	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	
Microsoft Office and Adobe	Access									
	Access Advanced	1 Day	\$670.00		29					Book Now
	Access Intermediate	1 Day	\$670.00			19				Book Now
	Access Introduction	1 Day	\$670.00			11				Book Now
	Excel									
	Excel Advanced	1 Day	\$450.00		21		16	21		Book Now
	Excel Intermediate	1 Day	\$450.00		16	17	9	14	10	Book Now
	Excel Introduction	1 Day	\$450.00		7	10	2		3	Book Now
	Excel VBA Advanced	2 Days	\$1,340.00			13			15	Book Now
	Excel VBA Introduction	2 Days	\$1,340.00	30					5	Book Now
	Office 365									
	Office 365 for Business	1 Day	\$670.00					1		Book Now
	Outlook									
	Outlook Introduction	1 Day	\$450.00				24			Book Now
	PowerPoint									
	Powerpoint Advanced	1 Day	\$450.00					8		Book Now
	PowerPoint Intermediate	1 Day	\$450.00			31		30		Book Now
	PowerPoint Introduction	1 Day	\$450.00			9		1		Book Now
	Project									
	Project Advanced	1 Day	\$670.00					15		Book Now
	Project Intermediate	1 Day	\$670.00			28		3		Book Now
	Project Introduction	1 Day	\$670.00			20			7	Book Now
	SharePoint									
SharePoint 2013 Intermediate - Site Owners	1 Day	\$670.00						20	Book Now	
SharePoint 2013 Introduction - Site Users	1 Day	\$670.00					26		Book Now	

* Denotes GST exempt

Dates in green indicate guaranteed to run courses


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Microsoft Office and Adobe	SharePoint 2016 for Site Owners	2 Days	\$1,340.00					26		Book Now	
	SharePoint 2016 for Site Users	1 Day	\$670.00				18			Book Now	
	Visio										
	Visio Intermediate	1 Day	\$670.00			4				Book Now	
	Visio Introduction	2 Days	\$1,340.00	30		14				Book Now	
	Word										
	Word Advanced	1 Day	\$450.00		30		29			Book Now	
	Word Intermediate	1 Day	\$450.00			7		1		Book Now	
Word Introduction	1 Day	\$450.00		23		22			Book Now		
Professional Development	Business Writing										
	Business Writing	1 Day	\$700.00				31			Book Now	
	Writing Business Cases and Proposals	1 Day	\$700.00			17	17			Book Now	
	Writing Policies and Procedures	2 Days	\$2,100.00			10				Book Now	
	Influence and Negotiate										
	Assertiveness	1 Day	\$700.00				4			Book Now	
	Conflict Management	1 Day	\$700.00		2		3	5		Book Now	
	Influencing Skills	1 Day	\$700.00			3				Book Now	
	Influencing Skills Advanced 1 - Convincing Conversations	1 Day	\$700.00			11				Book Now	
	Negotiation Skills	2 Days	\$1,400.00					12		Book Now	
	Leadership for Management										
	Change Management	2 Days	\$1,400.00		8					Book Now	
	Finance for Non-Finance Managers	2 Days	\$1,400.00			12				Book Now	
	Leadership Essentials	1 Day	\$700.00		20					Book Now	
	Leadership Managing People	2 Days	\$1,400.00			24			4	Book Now	
	Performance Coaching	1 Day	\$700.00		27			1		Book Now	
	Strategic Thinking and Planning	1 Day	\$700.00				23			Book Now	
	Time Management	1 Day	\$700.00		7	6		15		Book Now	
	Personal Leadership										
	Communications – Making Connections	1 Day	\$700.00		1						Book Now
Customer Service – Reaching for Remarkable	1 Day	\$700.00			4					Book Now	
Customer Service Excellence	1 Day	\$700.00						6		Book Now	

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Professional Development	Managing Stress & Resilience	1 Day	\$700.00		13		16			Book Now
	Sales: Strategies for Success	2 Days	\$1,400.00		15					Book Now
	Presentations Skills									
	Presentation Skills	2 Days	\$1,400.00			18				Book Now
	Project Management									
	Project Management Fundamentals	2 Days	\$1,400.00			20				Book Now
	Training Academy									
	Advanced Facilitation Skills Powered by Gamestorming	1 Day	\$900.00				30			Book Now
	LEGO® SERIOUS PLAY® Methodology Facilitator Program	3 Days	\$3,000.00			26		28		Book Now
Train the Trainer	2 Days	\$1,400.00		2			8		Book Now	

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MCI Solutions Training Schedule - Melbourne

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Microsoft Office and Adobe	Access								
	Access Advanced	1 Day	\$670.00		20		2		Book Now
	Access Intermediate	1 Day	\$670.00			11			Book Now
	Access Introduction	1 Day	\$670.00			5			Book Now
	Excel								
	Excel Advanced	1 Day	\$450.00		14		23		Book Now
	Excel Intermediate	1 Day	\$450.00		7		16		Book Now
	Excel Introduction	1 Day	\$450.00		1	3			Book Now
	Excel VBA Advanced	2 Days	\$1,340.00					5	Book Now
	Excel VBA Introduction	2 Days	\$1,340.00		2		9		Book Now
	Office 365								
	Office 365 for Business	1 Day	\$670.00				18		Book Now
	Outlook								
	Outlook Introduction	1 Day	\$450.00		22				Book Now
	PowerPoint								
	PowerPoint Advanced	1 Day	\$450.00		15			7	Book Now
	PowerPoint Introduction	1 Day	\$450.00		8				Book Now
Project									
Project Introduction	1 Day	\$670.00				27		Book Now	
Professional Development	Business Writing								
	Business Writing	1 Day	\$700.00			12		13	Book Now
	Writing Reports	1 Day	\$700.00		16			5	Book Now
	Influence and Negotiate								
	Assertiveness	1 Day	\$700.00				2		Book Now
Conflict Management	1 Day	\$700.00				11		Book Now	

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Professional Development	Negotiation Skills	2 Days	\$1,400.00				24			Book Now	
	Leadership for Management										
	Building High-Performing Teams	2 Days	\$1,400.00				8			Book Now	
	Change Management	2 Days	\$1,400.00		8					Book Now	
	Leadership Essentials	1 Day	\$700.00			11				Book Now	
	Leadership Managing People	2 Days	\$1,400.00		6					Book Now	
	Performance Coaching	1 Day	\$700.00		22					Book Now	
	Time Management	1 Day	\$700.00		8					Book Now	
	Personal Leadership										
	Customer Service Excellence	1 Day	\$700.00				22			Book Now	
	Improving Productivity using Outlook	1 Day	\$700.00		20					Book Now	
	Sales: Strategies for Success	2 Days	\$1,400.00		13					Book Now	
	Presentations Skills										
	Presentation Skills	2 Days	\$1,400.00		23		3			Book Now	
	Project Management										
	Project Management Fundamentals	2 Days	\$1,400.00				18			Book Now	

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MCI Solutions Training Schedule - Online

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Microsoft Office and Adobe	Excel								
	Virtual Class - Excel: Dashboards	1.5 hour	\$99.00	24					Book Now
	Virtual Class - Excel: Formulas for everyday calculations	1.5 hour	\$99.00	24					Book Now
	Virtual Class - Excel: Mastering VLOOKUP formulas	1.5 hour	\$99.00	26					Book Now
	Virtual Class - Excel: Top ten tips	1.5 hour	\$99.00	26					Book Now

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