

	Course Title/Category	Benefit	Facilitator	Venue/Time
Feb 8th	Problem Solving and Decision Making	Better Team dynamics	Zest Training Charlie Dalton	Distinction Hotel 9.00am-12.00pm
Feb 22nd	Time Management Skills	Stop the Paper Chase	COC Roger Gordon	Distinction Hotel 5.30-7.30pm
Mar 1st	LearnFast	Marketing on the Cheap Five Workshops	The Business Centre - Warwick McCormack	Distinction Hotel 9am-3pm
Mar 14th	Leadership Skills	Confident and Communicative Team Members	Zest Training Charlie Dalton	Distinction Hotel 9.00am-12.00pm
Apr 11th	Customer Service Skills	10 Tips to retaining and obtaining customers	Peter Duncan – The Wedding Guy	Distinction Hotel 9.00am-12.00am
Apr 24th	How to Effectively Chair a Meeting	Get the Best out of your Committee	COC Roger Gordon	Distinction Hotel 5.30-7.30pm
May 23rd	Fundamentals of Business Ownership	Basic understandings of your responsibilities	COC and Others	9.00am-12.00pm
May 24th	Fundamentals of Business Ownership	Basic understanding of your responsibilities	COC and Others	9.00am-12.00pm
May 25th	Fundamentals of Business Ownership	Basic understanding of your responsibilities	COC and Others	9.00am-12.00pm

Jun 6th	Finance for Non- Financial Staff	Demystify and understand basic business accounts language	Zest Training Charlie Dalton	Distinction 9.00am-12.00pm
June 20th	Intro to MYOB	An introduction to one of the most popular Accounting Packages in the World	Miranda Bell Bizwise	Bizwise Training Rm 9.00am-12.00pm
June 27th	Dealing with Difficult People	Are you avoiding conversations you know you ought to have?	Zest Training Charlie Dalton	9.00am-12.00pm
July 20th	Your Obligations and Rights as an employer	Deciphering the Jargon to ensure you cover your bases Writing an Individual Employment Agreement	Chamber of Commerce Team	Distinction Hotel 9.00am-12.00pm
July 25th	Confident Public Speaking	Wouldn't it be nice if, instead of turning to jelly, you could learn to enjoy speaking in public	Zest Training Charlie Dalton	Distinction 9.00am-12.00pm
Aug 9th	Learn Fast – A Fresh Start	A workshop commissioned by the Queensland Govt after the floods	The Business Centre – Warwick McCormack	Distinction Hotel 9.00am-3.00pm
Aug 22nd	Time Management Skills	Stop the Paper Chase	Chamber of Commerce Team - Roger	Distinction Hotel TBA