



**PUBLIC TRAINING SCHEDULE- 2010**

**ANDREW LAING (AGL Enterprises) and HEATHER SALMON (Apex Performance Solutions)** have much pleasure in advising of their continued partnership to facilitate a Public Training Schedule.

As a result of their association with Champagne Consultants Ltd, Training Solutions Plus and Sugar International and their own organizations they have developed and facilitated training workshops throughout New Zealand and Asia to a wide range of organizations: Government Departments, Local Bodies and Corporates.

All workshops are held at the Kingsgate Portland Towers, Hawkestone Street, Wellington: 8.45am to 4.45pm. Morning and afternoon tea and a light lunch are provided. **Each workshop is subject to a minimum number of enrolments. A decision as to whether the workshop will proceed, based on the number of enrolments, will be made two weeks prior to the workshop.**

The following are the dates for the Public Training Schedule for which you are invited to register participants. ADDITIONAL Workshops will be scheduled if demand requires.

<b>Workshop</b>	<b>Date</b>	<b>Cost per participant.</b>
<b>Assertiveness Skills</b> <i>- say what you mean, and mean what you say</i>	23 April 18 August 22 November	\$285.00 + GST
<b>Communication Skills (Face to Face)</b> <i>- when &amp; how to speak &amp; listen</i>	19 May 16 August	\$355.00 + GST
<b>Communication Skills (Telephone)</b> <i>- mastering faceless communication</i>	19 April 21 June 18 October	\$285.00 + GST
<b>Effective Business Negotiation</b> <i>- getting to a "Win – Win"</i>	17/18 May 19/20 August 25/26 November	\$695.00 + GST
<b>Effective Report Writing</b> <i>- writing quality reports</i>	20 April 17 August 23 November	\$355.00 + GST
<b>Effective Written Communication</b> <i>- writing better faster</i>	23 March 22 June 20 September	\$355.00 + GST
<b>Dealing with Difficult Behaviour and Conflict</b> <i>- positive management of negative behaviour</i>	22 March 19 July 19 October	\$285.00 + GST
<b>Interpersonal Skills</b> <i>- emotional intelligence in action</i>	21 April 20 July 24 November	\$325.00 + GST
<b>Introduction to Leadership</b> <i>- skills for future growth</i>	24 March 23 June 21 September	\$285.00 + GST
<b>Presentation Skills</b> <i>- presenting with confidence</i>	18/19 March 22/23 July	\$625.00 + GST
<b>Problem Solving &amp; Decision Making</b> <i>- turning problems into action</i>	25 March 21 July 28 September	\$325.00 + GST
<b>Reading Faster, Reading Better</b> <i>- smarter reading for the information age</i>	22 April 22 July 29 September	\$385.00 + GST
<b>Time and Stress Management</b> <i>- manage your time to manage your mind</i>	26 March 24 June 22 September	\$285.00 + GST
<b>Understanding Yourself and Others</b> <i>- Myers Briggs in action</i>	26 March 20 July 27 September	\$385.00 + GST
<b>Value Added Team Leadership</b> <i>- skills for today's leaders</i>	20/21 May 28/29 October	\$645.00 + GST

**OTHER PUBLIC SCHEDULED WORKSHOPS** Dates for the following workshops are set when sufficient registrations of interest have been received. If you have a staff member who would benefit from one of these workshops please register an "expression of interest."

- |                         |                                  |                            |
|-------------------------|----------------------------------|----------------------------|
| Coaching Staff          | Lateral Thinking                 | Managing Change            |
| Meeting Skills          | Mentoring Techniques             | New to the Workforce       |
| Notes and Minute Taking | Performance Management           | Persuading and Influencing |
| Receptionist Skills     | Relationship Selling and Service | Sales Skills               |
| Team Building           | Train the Trainer                |                            |

For a copy of the workshop outline and/or a registration form please email [agle@paradise.net.nz](mailto:agle@paradise.net.nz)

**IN HOUSE TRAINING**

Both Andrew and Heather are also available to provide Customised Training Solutions for your In House Training programmes. For further details please contact Andrew on 021 2137338 or at [agle@paradise.net.nz](mailto:agle@paradise.net.nz)

Should you wish not to receive further emails please advise by return by clicking on the address [agle@paradise.net.nz](mailto:agle@paradise.net.nz) and entering the words UNSUBSCRIBE in the subject line.