

JUNE

Dealing with difficult situations	1st
The Effective Supervisor	15th
Certificate IV in Government (Personnel Security)	7-11th

JULY

Effective Executive Assistant	6th
OHS in a Nutshell	13th
Communication Strategies	20th
Motivating your employees	27th

AUGUST

Leadership and Influence	4th
HBDI - Whole Brain Thinking - Working effectively as a team	11th
Anger Management	18th
Running a successful meeting	26th

SEPTEMBER

Conflict Resolution	1st
Security Awareness in a Nutshell - Internet security focus	8th
Presentation Skills	15th
Workplace Diversity	22nd

OCTOBER

Team building and team work	6th
Minute Taking	13th
Improve your Memory in a Nutshell	19th
Effective Negotiator	27th

NOVEMBER

You and your personality - how do you fit in?	3rd
Managing Change	10th
Time Management	17th
Creative Problem Solving	24th

* MPS provide customised training sessions for large groups on request