

Training Suites Schedule

May – July 2013

May 2013

The Effective EA Training Suite
 Personal Effectiveness Training Suite
 Communicating with Children Training Suite (TBC)

| Monday | | Tuesday | | Wednesday | | Thursday | | Friday | |
|--------|--|---------|--|-----------|--|----------|---|--------|---|
| | | | | 1 | | 2 | | 3 | |
| 6 | | 7 | | 8 | | 9 | | 10 | |
| 13 | | 14 | | 15 | | 16 | | 17 | |
| 20 | | 21 | 12:30 – 1:30 (LIAN EA) Understanding the modern EA role | 22 | | 23 | | 24 | 12:30 – 1:30 (LIAN EA) Prioritising, scheduling & time mgmt |
| 27 | 9:30 – 12:30 (FS EA) Understanding the modern EA role | 28 | 12:30 – 1:30 (LIAN EA) E-mail and diary management 4:30 – 5:30 (LIAN PE) Get on track-personal productivity | 29 | 9:30 – 12:30 (FS EA) Prioritising, scheduling & time mgmt | 30 | 12:30 – 1:30 (LIAN CWC) Dealing with children’s challenging behaviours | 31 | 12:30 – 1:30 (LIAN EA) Organising business travel 4:30 – 5:30 (LIAN PE) Anger management |

June 2013

| Monday | | Tuesday | | Wednesday | | Thursday | | Friday | |
|--------|--|---------|---|-----------|--|----------|---|--------|---|
| 3 | 9:30 – 12:30 (FS EA) E-mail and diary management | 4 | 12:30 – 1:30 (LIAN EA) Event mgmt 4:30 – 5:30 (LIAN PE) Stress management | 5 | 9:30 – 12:30 (FS EA) Organising business travel | 6 | | 7 | 12:30 – 1:30 (LIAN EA) Plain English business writing 4:30 – 5:30 (LIAN PE) Creative problem solving |
| 10 | Queen’s b’d day holiday | 11 | 12:30 – 1:30 (LIAN EA) Interpersonal skills to communicate at all levels 4:30 – 5:30 (LIAN PE) Mind power – change your life by changing your mind | 12 | 9:30 – 12:30 (FS EA) Event management | 13 | 9:30 – 12:30 (FS CWC) Dealing with children’s challenging behaviours | 14 | 12:30 – 1:30 (LIAN EA) Influence and negotiation 4:30 – 5:30 (LIAN PE) Word power – change your life by changing your language |
| 17 | 9:30 – 12:30 (FS EA) Plain English business writing | 18 | 12:30 – 1:30 (LIAN EA) Developing a 6 th sense (using your initiative) 2:00 – 5:00 (FS PE) Get on track-personal productivity | 19 | 9:30 – 12:30 (FS EA) Interpersonal skills to communicate at all levels | 20 | 12:30 – 1:30 (LIAN CWC) Positive parenting | 21 | 12:30 – 1:30 (LIAN EA) Upward management 2:00 – 5:00 (FS PE) Anger management |
| 24 | 9:30 – 12:30 (FS EA) Influence and negotiation | 25 | 12:30 – 1:30 (LIAN EA) Dealing with stress, change and conflict 2:00 – 5:00 (FS PE) Stress Management | 26 | 9:30 – 12:30 (FS EA) Developing a 6 th sense (using your initiative) | 27 | | 28 | 12:30 – 1:30 (LIAN EA) Adapting to form the ideal partnership with your executive 2:00 – 5:00 (FS PE) Creative problem solving |

Codes:

LIAN EA – Learning in a Nutshell Effective Executive Assistant Training (1 hour sessions)
 LIAN PE – Learning in a Nutshell – Personal Effectiveness Training (1 hour sessions)
 LIAN CWC – Learning in a Nutshell – Communicating with Children Training (1 hour session)

FS EA – Focus Session – Effective Executive Assistant Training (3 hour workshop)
 FS PE – Focus Session – Personal Effectiveness Training (3 hour workshop)
 FS CWC – Focus Session – Communicating with Children Training (3 hour workshop)

| Monday | | Tuesday | | Wednesday | | Thursday | | Friday | |
|--------|--|---------|---|-----------|---|----------|---|--------|--|
| 1 | 9:30 – 12:30 (FS EA) Upward management | 2 | 2:00 – 5:00 (FS PE) Mind power – change your life by changing your mind | 3 | 9:30 – 12:30 (FS EA) Dealing with stress, change and conflict | 4 | 9:30 – 12:30 (FS CWC) Positive parenting | 5 | 2:00 – 5:00 (FS PE) Word power – change your life by changing your language |
| 8 | 9:30 – 12:30 (FS EA) Adapting to form the ideal partnership with your executive | 9 | | 10 | | 11 | 12:30 – 1:30 (LIAN CWC) The grieving child | 12 | |
| 15 | 9:30 – 4:30 (3 day Master Program) The Effective EA (Day 1 of 3) | 16 | 9:30 – 4:30 (3 day Master Program) The Effective EA (Day 2 of 3) | 17 | 9:30 – 4:30 (3 day Master Program) The Effective EA (Day 3 of 3) | 18 | | 19 | |
| 22 | | 23 | 9:30 – 4:30 (2 day Master Program) Personal Productivity – The Pathway to Success (Day 1 of 2) | 24 | 9:30 – 4:30 (2 day Master Program) Personal Productivity – The Pathway to Success (Day 2 of 2) | 25 | 9:30 – 12:30 (FS CWC) The grieving child | 26 | |
| 29 | | 30 | | 31 | | | | | |

Codes:

LIAN EA – Learning in a Nutshell Effective Executive Assistant Training (1 hour sessions)

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LIAN CWC – Learning in a Nutshell – Communicating with Children Training (1 hour session)

FS EA – Focus Session – Effective Executive Assistant Training (3 hour workshop)

FS PE – Focus Session – Personal Effectiveness Training (3 hour workshop)

FS CWC – Focus Session – Communicating with Children Training (3 hour workshop)

IT'S YOUR CHOICE!

*'Taste-test' a topic in our Learning in a Nutshell sessions, **AND/OR***

*Custom-design your training by selecting your favourite topics in our Focus Sessions, **OR***

Immerse yourself in tips, theory and tools in our full 2-3 day master programs.

Enquire now!

Contact our friendly MPS Training staff today to book your place or to ask for our Effective Executive Assistant and Personal Effectiveness training suite brochures. Be quick as seats are limited!

Ph | 02 6123 0500 E | training@mpsolutions.com.au W | www.mpsolutions.com.au

