



MOONAH TRAINING CALENDAR 2019

AGED CARE COURSE – CERTIFICATE III IN INDIVIDUAL SUPPORT (AGEING)

This entry level qualification is funded by Skills Tasmania for eligible jobseekers and is a pre-employment 23 week course for those wishing to gain employment as a Carer within the Aged Care Industry. This course includes a compulsory 4 week full-time work placement.

Dates: 2/7 – 5/12

Time: 9.30am – 3.00pm

Facilitators: Sam Heddle & Amanda Stevens

Cost: Fully funded for eligible jobseekers, contact us for further information.

BUSINESS ATTITUDE & TIME MANAGEMENT

This workshop is suitable for both new and existing employees and is ideal for those who work as 'the face of the organisation'. Covers topics such as telephone etiquette, face-to-face client service, effective communication, positive work attitude, how you represent your company and yourself and enhancing your personal time management skills.

Dates: 13/2, 19/6, 2/10

Time: 9.30am – 2.30pm

Facilitators: Lucy Cousins & Jessica Dean

Cost: \$150 – non-accredited workshop

FIRST AID

Our short, sharp workshops supported by self-paced learning materials will give you the skills and confidence to achieve the nationally-recognised units:

HLTAID001 – Provide cardiopulmonary resuscitation

HLTAID002 – Provide basic emergency life support

HLTAID003 – Provide first aid

Dates: 25/1, 22/2, 29/3, 31/5, 28/6, 26/7, 30/8, 27/9, 25/10, 29/11

Time: 9.00am – 4.00pm

Facilitator: Amanda Stevens

Cost: \$195 (\$95 for CPR refresher)

MENTOR/PEER SUPPORT

This workshop provides training to those providing mentoring and peer support to new work colleagues into the organisation and their role. The content covers providing support focussing on professional development, communication and teamwork.

Dates: 22/3

Time: 9.30am – 2.30pm

Facilitator: Amanda Stevens

Cost: \$150 – non-accredited workshop

MICROSOFT EXCEL – BEGINNERS

This workshop covers the skills and knowledge required to develop spreadsheets through the use of spreadsheet software.

Dates: Tues. 6/2, 8/5, 7/8, 16/10

Time: 9.30am – 2.30pm

Facilitator: Jessica Dean

Cost: Free to students enrolled in BSBITU304 – Produce spreadsheets with Work & Training

\$150 – non-accredited workshop

MICROSOFT EXCEL – INTERMEDIATE/ADVANCED

This workshop covers the skills and knowledge required to use spreadsheet software to complete business tasks and produce complex documents.

Dates: 13/3, 4/9

Time: 9.30am – 2.30pm

Facilitators: Lucy Cousins

Cost: Free to students enrolled in BSBITU402 – Develop and use complex spreadsheets with Work & Training

\$150 – non-accredited workshop

MICROSOFT WORD – BEGINNERS

This workshop covers the skills and knowledge required to design and develop text-based documents using advanced features of word processing software.

Dates: 27/2, 29/5, 28/8, 30/10

Time: 9.30am – 2.30pm

Facilitator: Lucy Cousins

Cost: Free to students enrolled in BSBITU303 – Design and produce text documents with Work & Training.

\$150 – non-accredited workshop

MICROSOFT WORD – INT. – ADV.

This workshop covers the skills and knowledge required to design and develop business documents using complex technical features of word processing software.

Dates: 27/3, 25/9

Time: 9.30am – 2.30pm

Facilitator: Jessica Dean

Cost: Free to students enrolled in BSBITU401 – Design and develop complex text documents with Work & Training.

\$150 – non-accredited workshop

MINUTE TAKING

This workshop is suitable for both new and existing employees covering all aspects of minute taking for informal and formal meeting processes including preparing agendas and meeting protocols and processes.

Dates: 26/6

Time: 9.30am – 2.30pm

Facilitator: Jessica Dean

Cost: \$150 – non-accredited workshop