



WA Training Calendar 2009

Key

Effective Meetings 1 Day	
Internal MWI 1 Day	
Behavioural Interviewing 1 Day	
Stress Management 1 Day	
Managing With Insight 2 Days	
Emotional Intelligence 1 Day	
Time Management 1 Day	
Communication Skills 1 Day	

January						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
M	T	W	T	F	S	S
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

April						
M	T	W	T	F	S	S
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20	21	22	23	24	25	26
27	28	29	30			

May						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
M	T	W	T	F	S	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
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20	21	22	23	24	25	26
27	28	29	30	31		

August						
M	T	W	T	F	S	S
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
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26	27	28	29	30	31	

November						
M	T	W	T	F	S	S
30						1
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23	24	25	26	27	28	29

December						
M	T	W	T	F	S	S
	1	2	3	4	5	6
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21	22	23	24	25	26	27
28	29	30				

Managing With Insight

This popular course was developed by Chandler Macleod over 40 years ago to provide a framework for understanding behaviour. Through providing a 'users manual' for people interactions, participants are taught to understand and recognise behaviours and motivations. Practical skills in applying this framework are developed to enhance personal effectiveness and productivity.

Communication Skills

Communication Skills training introduces participants to the many and varied aspects of effective communication including identifying the message, considering your audience, delivery and listening. Further, this course will introduce participants to non verbal communication techniques, including reviewing what body language says about us, visual aids and written communications.

Behavioural Interviewing

With over 50 years experience in both Recruitment and Training, Chandler Macleod runs this unique course helping you understand how to recruit the right staff and avoid making classic recruitment mistakes. Develop the skills to recruit top performers for your business using a scientific, competency-based methodology.

Time Management

Chandler Macleod's time management course is specifically designed to help you understand how investment in time and task management efforts now pays on-going dividends for your future.

In-house courses featuring customised content are available at regional and metropolitan locations upon request. For further information, please contact: Therese Cunningham (08) 6380 7709

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