

CENTRE FOR CAREER DEVELOPMENT PTY LTD 2010 PROFESSIONAL DEVELOPMENT PROGRAM	Workshop Dates SYDNEY	Workshop Dates MELBOURNE	Standard Rate \$ + GST	Early Bird Rate \$ + GST
FEBRUARY				
Conducting an Effective Performance Appraisal – ½ day	25 Feb - am	25 Feb - am	390	340
MARCH				
Introduction to Emotional Intelligence – ½ day	25 Mar - am	16 Mar - am	390	340
Positive Assertiveness – ½ day	-	23 Mar - am	390	340
APRIL				
Positive Assertiveness – ½ day	27 Apr - am	-	390	340
Effective Time Management	29 Apr	-	645	545
MAY				
Dealing with Difficult People – ½ day	11 May - am	5 May - am	390	340
JUNE				
Working with Emotional Intelligence	24 Jun	-	745	645
Sharpen Your Business Writing Skills	-	22 Jun	645	545
JULY				
AUGUST				
Introduction to Emotional Intelligence – ½ day	12 Aug - am	11 Aug - am	390	340
Conducting an Effective Performance Appraisal – ½ day	25 Aug - am	-	390	340
SEPTEMBER				
Conducting an Effective Performance Appraisal – ½ day	-	1 Sept - am	390	340
Effective Time Management – ½ day	23 Sept	-	390	340
OCTOBER				
Dealing with Difficult People – ½ day	19 Oct - am	13 Oct - am	390	340
Effective Time Management – ½ day	-	20 Oct - am	390	340
Managing Stress – ½ day	26 Oct - am	-	390	340
NOVEMBER				
Working with Emotional Intelligence	4 Nov	-	745	645
Effective Workplace Communication	23 Nov	9 Nov	645	545
Essential Skills for Managers - 2 days	9 & 10 Nov	10 & 11 Nov	1,135	1,025
Managing Stress – ½ day	-	18 Nov - am	390	340
Influencing for Results – ½ day	23 Nov - am	-	390	340
DECEMBER				
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