

# Short Courses for Long Careers



AIM has been developing managers and creating leaders for more than 70 years. It is no different in 2012. Our short courses are specifically designed to help you and your staff become better managers – be that through improved people management skills, better understanding of business management, or the improvement of personal effectiveness.

Our solutions are flexible, time effective, proven, and can be applied instantly back at work. They are outcome focused and built on years of experience in developing quality solutions for businesses, large and small, and their employees.

This short course calendar gives you an easy overview of our 2012 courses running in Tasmania. You can find details of each course either by visiting our website [aimvt.com.au](http://aimvt.com.au), or refer to our 2012 AIM Directory. To order a copy of the AIM Directory, call us on (03) 6231 0899.

Once you have decided on your relevant short course program, refer to the date section. Here you will find the commencement date of the course in the locations offered. Each location is marked with a letter corresponding with a location (see Calendar Legend, next page).

## Special course fees for 2012

AIM recently opened our new Tasmanian office and to celebrate our commitment to the local market, we have reduced all public courses by \$100 per day for 2012.

## Build your own Diploma

At AIM, we understand that we all learn at our own pace and have different development needs. Our building block approach gives you the opportunity to earn a formal qualification at a time that suits you. Many of our short courses form part of our Diploma programs and because we offer flexible start dates throughout the year, you could be on the way to gaining a nationally recognised qualification straight away.

## Enrolments

To enrol in a short course, simply book on our website or call our short course team.

**W** [aimvt.com.au/programs](http://aimvt.com.au/programs)  
**T** (03) 6231 0899

## Customised solutions

Want something a little bit different? Have a training need that requires a unique solution? AIM's experienced team of consultants are your partners in learning and can work with you to develop a customised program to suit your specific needs.

Our focus is on delivering solutions that are proven, convenient and add real value to your organisation. Our in-house programs are developed in partnership with you and make learning easy with transparent prices, easy processes and measurable learning outcomes. Call us on (03) 6231 0899 to learn more.



The AIM Management and Leadership Framework © Australian Institute of Management – VT

AIM reserves the right to cancel, postpone or reschedule a course due to specific circumstances and make changes to course content, methodology and presenters. Prices in this Calendar are GST inclusive. Only the textbook and catering component of the course attract GST. Textbooks and meals (where applicable) are included in the course fee. 07-1889



# Short Course Calendar

Tasmania 2012



PROGRAM TITLE	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	MEMBER	NON-MEMBER
Balance Management and Leadership			10 H									\$1,800	\$2,000
Business Writing Skills				2 H / 29 L								\$1,000	\$1,120
Continuous Improvement										14 H		\$500	\$560
Creative Effective Workplace Relationships			17 H		5 L							\$500	\$560
Finance Fundamentals									24 H			\$500	\$560
Lead with Emotional Intelligence								4 H				\$1,100	\$1,120
Leadership in Change (LinC)							7 H					\$1,225	\$1,375
Manage Customer Service						17 H						\$500	\$560
Manage People Performance				15 H								\$500	\$560
Manage Projects							14 H					\$500	\$560
Manage Team Budgets						31 L		18 H				\$500	\$560
Negotiation Skills		28 H										\$1,000	\$1,120
Operational Plans		20 H	3 L									\$500	\$560
Personal Work Priorities	21 H / 13 L											\$500	\$560
Project Management Fundamentals				8 L								\$1,000	\$1,120
Recruit, Select and Induct Staff	28 H											\$500	\$560
Resilience @ Work				14 H								\$500	\$560
Risk Management											12 H	\$500	\$560
Team Effectiveness					19 H			12 L				\$500	\$560
The People Side of Project Management				22 L				11 H				\$1,225	\$1,375
Training Fundamentals						3 H						\$1,000	\$1,120
Workplace Safety									16 H	13 L		\$500	\$560

Our 2012 short courses are reduced by \$100 per day

