

Short Courses for Long Careers



AIM has been developing managers and creating leaders for more than 70 years. 2012 is no different with close to 100 short courses 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. Better still, many are linked to our nationally recognised Diplomas and Graduate programs.

This short course calendar gives you an easy overview of our 2012 courses. You can find details of each course by visiting aimvt.com.au or referring to our 2012 AIM Directory, which can be ordered by calling us on (03) 9534 8181.

Our short course programs are divided into three performance sections – Personal Effectiveness, Lead & Manage People and Manage the Business, as outlined in our Management and Leadership Framework diagram (right). Start by selecting one of these categories, based on your training requirements.

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).

Links to qualifications

AIM's 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 Diplomas and Graduate 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 visit our website, drop us an email or call our short course team.

W aimvt.com.au

T (03) 9534 8181

E training@aimvic.com.au

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.

To speak to our consulting team, please call (03) 9534 8181.



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. 07-1890

Course title	Jan	Feb	Mar	Apr	May	Jun
Accounting for Non-Accountants			20 S			
Applied Project Management	23 S	13 S	19 S	17 S	15 S	12 S
Assertiveness Techniques	18 S		19 S	17 S	23 S	
Assess Competency				17 S		
Assessment Support Workshops *NEW*		10 S	30 S		4 S	28 S
Balance Management and Leadership			19 S			18 S
BizGame						6 S
Business Writing Skills	19 S		6 S		8 S	
Capstone Project	1 S	1 S	1 S	1 S	1 S	1 S
Communicate Effectively @ Work		9 S		19 S	14 S	6 S
Communicate to Assert Yourself *NEW*			28 S			
Communicate with Influence *NEW*						20 S
Communicate to Manage Conflict *NEW*					19 S	
Conflict Resolution			14 S			4 S
Continuous Improvement			21 S			
Contract Law for Managers			16 S			
Contract Management	16 S	9 S		23 S	23 S	
Create Effective Workplace Relationships		1 S		17 W	16 S	
Creative Thinking and Problem Solving			1 S			
Critical Incident Investigation in a Health Environment *NEW*				19 S		7 S
Deal with Difficult People		20 S		2 S		12 S
Design Learning Programs				16 S		
Develop a Business Network *NEW*			7 S			27 S
Develop a Compelling Business Case					29 S	
Develop and Implement Strategy D		23 S			16 S	
Difficult Conversations *NEW*		8 S	6 S		21 S	20 S
Effective e-mail Management *NEW*					23 S	
Effective People Management	23 S		19 S	12 S	21 S	
Essential Management Skills			6 S		1 S	
Facilitation Masterclass		23 S				
Finance for Non-Finance Managers	16 S	13 S	5 S	23 S	16 S	14 S
Finance Fundamentals		6 S	19 S	3 S / 18 S		
Implement Change *NEW*		6 S / 27 S			7 S	
Influencing Skills		6 S / 27 S	26 S		7 S / 28 S	
Innovation @ Work *NEW*			5 S			5 S
Interpersonal Skills for Leaders		14 S			3 S	
Key Account Relationships				19 S		
Lead Change				30 S		
Lead with Emotional Intelligence (EI)	17 S		6 S	16 S	7 S	25 S
LinC - Leadership in Change				3 S		
Manage Customer Service		22 S				6 S
Manage People Performance		8 S			23 S / 15 W	

Course title	Jan	Feb	Mar	Apr	May	Jun
Manage Projects		29 S				13 S
Manage Team Budgets			7 S			20 S
Management Skills for Executive Assistants		27 S				13 S
Management Skills for OHS Professionals *NEW*			8 S			
Manager as Coach			28 S			6 S
Manage Financial Resources D		1 S				5 S
Manage for Innovation						6 S
Manage, Lead and Develop People D	31 S		21 S		10 S	
Manage Operational Improvement D			1 S			
Marketing for Managers					3 S	
Motivate and Engage Your Team *NEW*	24 S		5 S	2 S	3 S	4 S
Negotiation Skills		1 S	21 S		1 S	27 S
Operational Plans	24 S		20 W		9 S	
People and Culture					8 S	
Personal Work Priorities	18 S / 31 S	12 W			2 S	
Plan and Manage Projects with MS Project 2010 *NEW*					31 S	
Presenting with Impact		6 S	27 S		28 S	
Process Mapping and Improvement with MS Visio 2010 *NEW*				19 S		18 S
Resilience at Work *NEW*					1 S	
Project Leadership	31 S		6 S	17 S	14 S	13 S
Project Management Fundamentals	18 S	8 S	5 S / 29 S		1 S / 22 S	19 S
Recruit, Select and Induct Staff		28 W		4 S		
Risk Management			28 S			
Sales Fundamentals		20 S				
Sales Team Management					2 S	
Stage 2 - Diploma of Project Management			22 S			21 S
Strategic Business Planning			21 S		8 S	
Team Effectiveness		15 S			30 S	19 W
The New Manager	16 S	7 S	6 S	23 S	21 S	18 S
The New Supervisor	30 S	21 S	20 S	17 S	15 S	5 S
The People Side of Project Management		20 S			29 S	
Think on Your Feet®		13 S	13 S	16 S	14 S	18 S
Time Management	30 S	27 S	26 S		21 S	18 S
Training and Assessment Intensive		1 S			2 S	
Train the Trainer			7 S			13 S
Training Fundamentals *NEW*		8 S	5 S		9 S	13 S
Understand & Manage Stress					17 S	
Unleash your Leadership Potential			19 S		22 S	
Workplace Safety			14 S			27 S
Write Reports and Proposals			22 S			21 S
Your Brain @ Work *NEW*			7 S			