

AIM 2010 Short Courses now in Tasmania



AIM's industry leading Short Courses are now available in Tasmania. The Courses, which cover everything from conflict resolution to strategic business planning, are renowned for their range and applicability. Whether you're looking to fill a skills gap or foster leadership qualities, an AIM Short Course is an indispensable tool in growing and enriching your organisation.

Below is a quick summary of the benefits that an AIM Short Course can bring. For more extensive details and course fees, see the 2010 AIM Directory or visit aimtasmania.com.au

Applied Project Management

Provides those who are experienced in the field of project management further skills in planning, implementing and monitoring work performance, enabling them to apply the eight critical knowledge areas of project management.

Location: Hobart

Business Communication Essentials

Offers a range of techniques and strategies that will develop skills to deal with difficult situations and enable individuals to be more effective and confident communicators.

Locations: Hobart, Launceston

Business Writing Skills

Helps employees produce succinct and authoritative communications, whether it be through letters, memos, short documents and other key business material.

Locations: Hobart, Launceston

Conflict Resolution

Participants will learn constructive strategies for conflict resolution, thus ensuring a more positive and productive work environment.

Locations: Hobart, Launceston

Diploma of Management (Intensive)

People Management Stream

A streamlined version of the Diploma of Management, this course will fast-track your managers' professional development and leadership skills.

Location: Hobart

Exceptional Customer Service

A range of strategies for maintaining strong relationships with internal and external customers are offered, all of which will allow participants to foster an exceptional customer focussed culture.

Locations: Hobart, Launceston

Essential Selling Skills

Provides a process that helps sell services, products and concepts. From communicating product features to building rapport with prospects, this course will train participants in all steps of the sales process.

Locations: Hobart, Launceston

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AUSTRALIAN
INSTITUTE OF
MANAGEMENT

Finance for Non-Finance Managers

This course demystifies financial information, providing insights on how to measure profit, manage cash and evaluate return on investment. Managers and small business owners will learn how to optimise resources and add value.

Locations: Hobart, Launceston

Manage Customer Service

With tools that help participants define, plan, implement and monitor outstanding customer service, this course focuses on improving business performance by strategically increasing customer satisfaction.

Locations: Hobart, Launceston

Manage Work Priorities

By acquiring practical skills to manage their workload and prioritise more effectively, participants will be better equipped to make use of their time and be better placed to meet company objectives.

Locations: Hobart, Launceston

Manage and Implement Change

This is a course designed for both managers and employees, who will acquire a broad set of skills; from coaching and mentoring, to analysing environmental change factors and implementing plans to manage change.

Location: Hobart

Managing for Innovation

Delivers insights and tools that enable business unit managers, line managers and team leaders to create an organisational culture that promotes innovation.

Location: Hobart

Negotiation Skills

Equips managers with a range of techniques and concepts, including the five phases of the negotiation process that will help them develop a more strategic approach to their dealings with others.

Locations: Hobart, Launceston

Project Management Fundamentals

For those new to project management, this course takes participants through the project management life cycle, which will ultimately assist their organisation in achieving project goals within a specified budget and structured timeline.

Locations: Hobart, Launceston

Strategic Business Planning

This course examines the key strategic areas for developing a successful business plan and is ideal for business unit managers, small business owners and managers from the public or private sector. It will provide a systematic approach to planning.

Location: Hobart

The New Manager

Ideal for anyone moving into a management role, this course builds understanding and provides skills to facilitate the transition from team member to manager and leader.

Locations: Hobart, Launceston

The New Supervisor

Suited to a newly appointed team leader or supervisor, this course teaches how to manage oneself, act decisively, solve problems and ultimately lead a high performing team.

Locations: Hobart, Launceston

Train the Trainer

For those new to training or those who want to update their skills in planning and presenting effective training sessions, this popular course covers three core elements - individual, group and work-based facilitation - all of which are designed to produce trainers who impart knowledge effectively.

Locations: Hobart, Launceston

AIM Members receive preferential rates for our Tasmanian Short Courses, while our Corporate Members are also entitled to complimentary training vouchers.

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