



The Administrative Assistants Conference

In this valuable conference, learn new, practical skills that will enable you to manage your job and your career with new professionalism, authority and success. You'll return to your office re-energised and ready to tackle the world ... we guarantee it!

| | |
|-----------------------|---------------------------------|
| Australia..... | \$299 (inclusive of GST) |
| Adelaide | 16 August |
| Albury..... | 12 August |
| Brisbane..... | 15 August |
| Canberra | 10 August |
| Darwin..... | 19 August |
| Hobart..... | 22 August |
| Melbourne..... | 23 August |
| Newcastle..... | 8 August |
| Perth..... | 17 August |
| Sydney..... | 9 August |

How to Excel at Managing and Supervising People

This energetic seminar provides a rare opportunity to step back ... polish your skills ... and renew your energy and commitment to supervisory excellence. In just two days, you'll gain skills that will give you a tremendous edge in your job, now and throughout your professional future.

| | |
|-------------------------|---------------------------------|
| Australia..... | \$695 (inclusive of GST) |
| Adelaide | 12 – 13 September |
| Brisbane..... | 26 – 27 September |
| Melbourne..... | 14 – 15 September |
| Parramatta..... | 21 – 22 September |
| Sydney..... | 19 – 20 September |
| New Zealand..... | \$695 (+15% GST) |
| Auckland | 6 – 7 September |
| Wellington..... | 8 – 9 September |

Fundamentals of Successful Project Management

Learn how to set realistic goals and objectives, track progress and use real-world techniques for keeping projects on course. We guarantee that this unique two-day seminar will show you how to keep your projects on track, on target and on time.

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|-----------------------|---------------------------------|
| Australia..... | \$695 (inclusive of GST) |
| Adelaide | 15 – 16 September |
| Darwin..... | 19 – 20 September |
| Perth..... | 22 – 23 September |
| Sydney..... | 13 – 14 September |

Business Writing and Grammar Skills Made Easy and Fun!

In just two days, gain the skills you need for more polished, more professional, more powerful written communications than ever before.

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|-----------------------|---------------------------------|
| Australia..... | \$695 (inclusive of GST) |
| Brisbane..... | 18 – 19 August |
| Canberra | 24 – 25 August |
| Darwin..... | 11 – 12 August |
| Melbourne..... | 30 – 31 August |
| Perth..... | 8 – 9 August |
| Sydney..... | 22 – 23 August |
| Townsville | 15 – 16 August |

The Essentials of Credibility, Composure and Confidence

This one-day seminar for working women is filled with practical ways you can make a more credible professional impression, keep calm under pressure and—most importantly—how you can build and maintain high levels of self-esteem and self-confidence.

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|-----------------------|---------------------------------|
| Australia..... | \$199 (inclusive of GST) |
| Adelaide | 28 September |
| Brisbane..... | 21 September |
| Canberra | 22 September |
| Darwin..... | 26 September |
| Hobart..... | 19 September |
| Melbourne..... | 20 September |
| Perth..... | 29 September |

The Social Media Marketing Conference

This state-of-the-art conference walks you through everything you need to do to start using social media to drive real business results—even if you don't know the difference between a Tweet and a "Like" button.

| | |
|-------------------------|---------------------------------|
| Australia..... | \$299 (inclusive of GST) |
| Adelaide | 30 August |
| Brisbane..... | 24 August |
| Canberra | 26 August |
| Melbourne..... | 29 August |
| Perth..... | 31 August |
| Sydney..... | 25 August |
| New Zealand..... | \$299 (+15% GST) |
| Auckland | 2 September |

**To enrol: E-mail your enrolment to enroll@skillpath.com.
By phone: In Australia 1800 145 231, in New Zealand 0800 447 301.**

Dealing Effectively With Unacceptable Employee Behaviour

Learn management methods that will increase productivity for you and your staff. Your organisation will benefit from reduced costs and improved products and services.

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|------------------------|---------------------------------|
| Australia | \$199 (inclusive of GST) |
| Adelaide | 14 September |
| Brisbane..... | 6 September |
| Canberra | 7 September |
| Melbourne..... | 12 September |
| Melbourne..... | 13 September |
| Newcastle..... | 9 September |
| Perth..... | 15 September |
| Sydney..... | 8 September |



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SkillPath's **FREE** e-newsletter—get it today! Our e-newsletter brings some of the greatest ideas from SkillPath's most popular courses right to your desktop or laptop. It's easy, it's free—and it has something for everyone in your organisation: Skill-building articles, software tricks, seminar schedules and special discounts. Subscribe yourself—and all the key members of your staff—today at www.skillpath.com.

Your Satisfaction Is 100% Guaranteed

If you're not happy, we're not happy. Go back to work and apply the new techniques you learned in any one of our workshops. If you're not absolutely delighted with the results you achieve, write to us right away and enclose your workshop materials. We'll issue you a refund or arrange complimentary attendance for you at another SkillPath programme. That's our guarantee!

To enrol in Australia, Freecall **1800 145 231**
or on-line at www.skillpath.com.au. In New Zealand,
ring toll free **0800 447 301** or on-line at www.skillpath.co.nz.
Or you can e-mail us your enrolment at enroll@skillpath.com.

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Sneak Preview of Things to Come ...

INSIDE:
Exciting learning opportunities coming your way



UPCOMING WORKSHOPS

August – September '11

SKILLPATH® SEMINARS

COMPUMASTER®