



PPD

Training

Personal and Professional Development

NEW Opportunities! Busselton Based Training

PPD Training is proud to deliver local training in conjunction with HR Solutions Link. *“Real world training ... for real people”*

HR Solutions Link is a Human Resource Consulting and Recruitment firm which offers services for strategic and innovative employees' solutions. Now working in conjunction with PPD Training, a South West based Registered Training Company, we are able to provide effective solutions to up skilling individuals for local or state wide industry. www.hrsolutionslink.com.au

Certificate IV Training & Assessment

Do you want to pass on your skills to others? Deliver competency based training & assessment in your workplace. Kick start your study by attending a 5 day class based course or enrol anytime for distance learning. **Cost: \$1500 GST Free**

Certificate IV Frontline Management

This qualification reflects the role of individuals who take the first line of management in a wide range of organisational and industry contexts.

Cost: \$1500 GST Free

Developing Computer Skills 1 day Introduction

This course is suitable for beginners who would like to use computers for home/personal use.

- Introduction to basic computer terms
- Navigate your desktop, save file and folders
- Scanning and emailing
- Using basic software to create simple documents

1 day Workshop
Costs: \$289 Inc. GST

SAFETY TRAINER SPECIAL



Cert IV Training & Assessment

AND

Cert IV Work Health & Safety
ONLY \$2200.00

Understanding Your Role as Supervisor 1 Day Workshop

- Make the transition from mate to boss
- Motivate, delegate and manage more effectively
- Give clear instructions
- Resolve conflict
- Give feedback and manage poor performance

Cost: \$489 Inc. GST
Lunch and refreshments provided

Dealing with Difficult People ½ day Workshop

Why are some people so difficult to work with? What makes customers difficult to satisfy? How can I deal with conflict in the workplace? This practical workshop will give you lots of tips to make working with others easier and more productive.

Cost: \$289 incl GST

HLTFA311A Apply First Aid (Senior First Aid)

This 2 day workshop will give you the skills and knowledge to respond and apply first aid in an emergency situation and save a life!

Cost: Senior First Aid \$199

Certificate IV / Diploma Work Health & Safety (OHS)

Create a safer work environment. Is your Company complying with Work Health and Safety Law? Kick start your study by attending class or enrol anytime for distance learning.

This national qualification is also available as a Traineeship. This course provides partial credit towards the Diploma of Work Health and Safety (see below).

Certificate IV Cost: \$1500 GST Free
Diploma Cost: \$2500 GST Free



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