



THE UNIVERSITY
of ADELAIDE



PAGE 2021 CALENDAR

adelaide.edu.au/pace

FACE-TO-FACE COURSES

| | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | Dec | Days | Fees |
|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|---------|
| BUSINESS MANAGEMENT | | | | | | | | | | | | | | |
| Approach and Solve Business Problems | | | | | | 9 | | | | | | 8 | 1 | \$620 |
| Asset Management and the ISO Standard | | | | | | | 1 | | | | | | 2 | \$1,750 |
| Contract Management Fundamentals | | | | | | 11 | | | | | | | 1 | \$620 |
| Finance for Non-Financial Managers | | | 4 | | | 3 | | 26 | | | | | 2 | \$1,750 |
| Financial Management and Budgeting Fundamentals | | | 25 | | | | | | | 1 | | | 1 | \$620 |
| Get Organised Using Outlook | | | | 28 | | | | | | | | | 1/2 | \$420 |
| Getting the Most Out of Excel Formulas & Functions | | | | | 5 | | | | | 13 | | | 1/2 | \$420 |
| Getting the Most Out of Excel Pivot Tables | | | | | | 9 | | | | | 17 | | 1/2 | \$420 |
| Introduction to Policy | | | | | 20 | | | | | | | | 1 | \$620 |
| Introduction to Project Management | | 18 | | | | 8 | | 31 | | | 17 | | 1 | \$620 |
| Lean Six Sigma - Black Belt | | | | | | | 26 | | | | | | 5 | \$4,675 |
| Lean Six Sigma - Green Belt | | | 1 | | | | | | | 18 | | | 5 | \$4,375 |
| Lean Six Sigma - Yellow Belt (Advanced) | | 25 | | | 27 | | | 30 | | 14 | | | 2 | \$1,750 |
| Machine Learning for Business | | | | | 27 | | | | | | | | 1 | \$820 |
| Process Mapping Tools and Techniques | | | | | 5 | | | | | | 9 | | 1 | \$620 |
| Project Management Essentials | | | | | | 28 | | | | | 22 | | 2 | \$1,750 |
| Risk Management | | | | | | | | 17 | | | | | 1 | \$620 |
| Train the Trainer - Getting Started | | | | | 11 | | | | | | | | 1 | \$620 |
| Train the Trainer - Next Steps | | | | | | | | | | 28 | | | 1 | \$620 |
| CAREER AND WELLBEING | | | | | | | | | | | | | | |
| Building Your Personal Resilience | | | 16 | | | | | | 14 | | | | 1/2 | \$420 |
| Confidence Fitness | 29 | | | | | | 22 | | | | | | 1/2 | \$420 |
| Developing a High Performance Mindset | | | | 13 | | | | | | | | | 1 | \$620 |
| Increasing Your Professional and Personal Effectiveness | | | 17 | | | | | 4 | | | | | 1 | \$620 |
| Mindfulness for Greater Productivity and Wellbeing | | 18 | | | | | | 25 | | | | | 1/2 | \$420 |
| Stress Management | | | 24 | | | | | 10 | | | | | 1/2 | \$420 |
| The Agile Professional - How to Thrive in Organisation and Career Transition | | | | | 12 | | | | | | 3 | | 1 | \$620 |
| Thinking on Your Feet | | | | | 12 | | | | | | 18 | | 1/2 | \$420 |
| Time Management Essentials | | | 10 | | | | | | 1 | | | | 1/2 | \$420 |
| COMMUNICATION AND WRITING | | | | | | | | | | | | | | |
| Business Writing Essentials | | | | | 4 | | | | | | | | 1 | \$620 |
| Chinese Cultural Awareness and Communication | | | 11 | | | | | | | 20 | | | 1 | \$620 |
| Confident and Persuasive Presentations | 28 | | | 8 | | | 20 | | | 14 | | | 1 | \$620 |
| Developing Your Intercultural Intelligence | | | | | | | 30 | | | | | | 1 | \$620 |
| Handling Difficult Conversations Well | | | | 14 | | | | | | | | | 1 | \$620 |
| Minute Taking | | 24 | | | | | | | | 21 | | | 1/2 | \$420 |
| Presentation Toolkit | | | | | 13 | | | | | | | | 1 | \$620 |
| Professional Communication in the Workplace | | | | 14 | | | | | 15 | | | | 1 | \$620 |
| Report Writing | | 10 | | | | | | | | 13 | | | 1 | \$620 |
| Speak with Impact | | | | | | | | 4 | | | | | 1/2 | \$420 |

| | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | Dec | Days | Fees |
|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|---------|
| COMMUNICATION AND WRITING | | | | | | | | | | | | | | |
| Strategic Storytelling | | | | | | | 29 | | | | | | 1 | \$620 |
| Writing for Decision Making | | | | 16 | | | | | 22 | | | | 1 | \$620 |
| Writing for Today's Business | | | | | | | | 5 | | | | | 1 | \$620 |
| Writing Winning Tenders and Proposals | | | | | 26 | | | | | | 10 | | 1 | \$620 |
| CUSTOMER EXPERIENCE | | | | | | | | | | | | | | |
| Dealing with Difficult, Angry or Aggressive Customers | | | 3 | | | | | | | 19 | | | 1 | \$620 |
| Professional Customer Service Skills | | | 18 | | | | | | | 15 | | | 1/2 | \$420 |
| Professional Telephone Skills | | | | 28 | | | | | | | 15 | | 1/2 | \$420 |
| DIGITAL MEDIA AND MARKETING | | | | | | | | | | | | | | |
| Developing a Content Marketing Program | | | | | | | | | | | | 7 | 1 | \$620 |
| Developing Your Social Media Strategy | | | | | | | | | | 12 | | | 1 | \$620 |
| Event Design and Management | | | | 9 | | | | | | 13 | | | 1 | \$620 |
| Writing for the Web and Social Media | | | | | | 3 | | | | | | | 1 | \$620 |
| INDUSTRY SPECIFIC PROGRAMS | | | | | | | | | | | | | | |
| Fundamentals of Spirit Production | | 8 | | 12 | | | | | | | | | 5 | \$3,450 |
| LEADERSHIP DEVELOPMENT | | | | | | | | | | | | | | |
| Change Management Fundamentals | | | | | | 8 | | | | | | | 1/2 | \$420 |
| Critical Thinking | | | | | | | 28 | | | | | | 1/2 | \$520 |
| Delegate Effectively | | | | 7 | | | | | | | | | 1/2 | \$420 |
| Developing Inclusive Leadership | | | | | | 24 | | | | | | | 1 | \$620 |
| Emotional Intelligence at Work | | | | | 6 | | | | | 26 | | | 2 | \$1,750 |
| From Team Member to Team Leader | | 11 | | 15 | | | | 3 | | | 16 | | 1 | \$620 |
| From Team Member to Team Leader - Next Steps | | | | | | | | | | | | 8 | 1 | \$620 |
| HeartWise Leadership - Integrating IQ (Head) and EQ (Heart) | | | | 8 | | | | | | 29 | | | 1 | \$620 |
| Influence for Positive Outcomes | | | | | 6 | | | | | | | | 1/2 | \$420 |
| Leadership and Management Essentials | | | 12 | | | | | | 23 | | | | 2 | \$1,120 |
| Leading and Managing People | | 4 | 24 | | | | | | 16 | | | | 2 | \$1,750 |
| Leading Change | | | | | | | | 5 | | | 3 | | 2 | \$1,750 |
| Leading Teams in Times of Transition | | | 30 | | | | | | | | | | 1 | \$620 |
| Negotiation for Leaders | | | | | 10 | | | | | | 25 | | 2 | \$1,750 |
| Negotiation Skills | | 23 | | | | | | 18 | | | | | 1 | \$620 |
| Performance Management Fundamentals | | | | | | | 21 | | | | | | 1/2 | \$420 |
| Results Driven Coaching | | | | 29 | | | | | | 28 | | | 2 | \$1,750 |
| Rising as Women Leaders | | | | | 5 | | | | | | | | 1 | \$620 |
| Strategic Thinking | | | | | | 15 | | | 2 | | 15 | | 2 | \$1,750 |
| MULTI MODULAR PROGRAMS | | | | | | | | | | | | | | |
| Accelerated Leader Program | | | | | | | | 3 | | | | | 6 | \$3,950 |
| Foundations of Transformative Leadership Program | | | | | | | | | | | | | 12 | \$7,500 |
| Professional Management Program | | | | | | | | | | | | | 12 | \$8,250 |

ONLINE SHORT COURSES

| | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | Dec | Dur. | Fees |
|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------------|---------|
| BUSINESS MANAGEMENT | | | | | | | | | | | | | | |
| Finance for Non-Financial Managers | | | | | | | 7 | | | | 5 | | 4 X 3 HRS | \$1,095 |
| Get Organised Using Outlook | | | | | | | | | | 27 | | | 2 HRS | \$395 |
| Lean Six Sigma - Yellow Belt (Advanced) | | | | 30 | | | | | 3 | | | | 4 X 3 HRS | \$1,195 |
| Project Management Essentials | | 1 | | | | 4 | | | | | | | 4 X 3 HRS | \$1,095 |
| CAREER AND WELLBEING | | | | | | | | | | | | | | |
| Developing a High Performance Mindset | | | | | | | | | | | 17 | | 2 X 2 HRS | \$595 |
| Increasing Your Professional and Personal Effectiveness | | | | | | | | | | | | 2 | 2 X 2 HRS | \$595 |
| Time Management Essentials | | | | | 18 | | | | | | | | 2 HRS | \$395 |
| COMMUNICATION AND WRITING | | | | | | | | | | | | | | |
| Business Writing Essentials | | | 15 | | | | | | | | | | 2 X 2 HRS | \$595 |
| Handling Difficult Conversations Well | | | | | | | | | 7 | | | | 2 X 2 HRS | \$595 |
| Writing for Today's Business | | | 9 | | | | | | | | | | 2 X 2 HRS | \$595 |
| CUSTOMER EXPERIENCE | | | | | | | | | | | | | | |
| Dealing with Difficult, Angry or Aggressive Customers | | | | | | | 6 | | | | | | 2 X 2 HRS | \$595 |
| Professional Customer Service Skills | | | | | 19 | | | | | | | | 2 HRS | \$395 |
| Professional Telephone Skills | | | | | | 23 | | | | | | | 2 HRS | \$395 |
| DIGITAL MEDIA AND MARKETING | | | | | | | | | | | | | | |
| Writing for the Web and Social Media | | | | | | | | | 21 | | | | 2 X 2 HRS | \$595 |
| LEADERSHIP DEVELOPMENT | | | | | | | | | | | | | | |
| Change Management Fundamentals | | | | | | | | 11 | | | | | 2 HRS | \$395 |
| Critical Thinking | | | | | | | | | | | | 1 | 2 HRS | \$395 |
| Delegate Effectively | | | | | | 21 | | | | | | | 2 HRS | \$395 |
| Developing Inclusive Leadership | | | | | | | | | | | 4 | | 2 X 2 HRS | \$595 |
| Emotional Intelligence at Work | | | | | 11 | | | 31 | | | | | 4 X 2.5 HRS | \$1,095 |
| From Team Member to Team Leader | | | | | 25 | | | | | 22 | | | 2 X 2 HRS | \$595 |
| Influence for Positive Outcomes | | | | | | | 15 | | | | | | 2 HRS | \$395 |
| Leadership and Management Essentials | | | | | | | | 2 | | | | | 4 X 2-3 HRS | \$1,095 |
| Leading and Managing People | | | | | | | | 6 | | | | | 4 X 3 HRS | \$1,095 |
| Performance Management Fundamentals | | | | | | | | | 20 | | | | 2 HRS | \$395 |
| Results Driven Coaching | | | | | | 2 | | | | 11 | | | 4 X 3 HRS | \$1,095 |

FOR FURTHER ENQUIRIES

PACE, The University of Adelaide SA 5005 Australia

TELEPHONE +61 8 8313 3268

EMAIL pace@adelaide.edu.au

WEB adelaide.edu.au/pace