CALENDAR – Advanced Training Courses

DECEMBER	Course	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F
		03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
ISATDTIM1008A	Time Management																										
ISAT-GCHK16A	General Cleaning and House Keeping																										
ADFAD1003A	Work Health and Safety (WHS) Introduction																										
ISAT-FF13A	Fire fighting and emergency evacuation																										
ADFAD2006A	Customer Services																										
ADFAD2005A	Workplace Communication																										
ADFIT2002A	Create and use spreadsheets (Microsoft Excel Level 1)																										
ADFIT3002A	Produce Spreadsheet (Microsoft Excel Level 2)																										
ISAT-ME-ADV	Microsoft Excel Advanced																										
ISAT-MO16A	Microsoft Outlook																										
ISAT-MPPP16A	Microsoft PowerPoint																										
ISAT-PM16A	Project Management Fundamentals																										
ISAT-DMS16A	Managing and Developing Self																										
ISAT-CM16A	Managing and Coaching Others																										
ISAT-RWIS16A	Resume Writing and Interview skills																										
ADFIT2001A	Produce simple word processed documents (Microsoft Word level 1)																										
ADFIT3001A	Design and produce workplace documents (Microsoft Word level 2)																										
ISAT-MW-ADV	Microsoft Word Advanced level																										

CALENDAR – Advanced Training Courses

ISAT-MH16A	**Manual Handling**																											
HLTF311A	**First Aid**																											
ISAT- WHSR16A	**Work Health and Safety Representative Course**																											
ISAT-IOG16A	**Introduction to Oil and Gas**																											
ISAT-RHM16A	**Risk Hazard Management**																											
ISAT-DG16A	**Dangerous Goods**																											
ISAT-DE-Level 1	**Driving Education Level 1**																											
ISAT-DE-Level 2	**Driving Education Level 2**																											
ISAT- DE- Level 3	**Driving Education Level 3**																											