ATI-MIRAGE
TRAINING & BUSINESS SOLUTIONS

Training Calendar

January – June 2023

5 reasons to use ATI-Mirage

1. 100% Western Australian owned and operated
2. 30 years of experience training over 200,000 happy customers
3. 100% quality guarantee
4. Complimentary post training help desk
5. Perth's best facilitators and trainers in a vibrant CBD training centre (and the best tech for virtual training)

Cloisters, Level 1, 863 Hay Street, Perth, Western Australia 6000

08 9218 9059   hello@ati-mirage.com.au

www.ati-mirage.com.au

IT Training

Microsoft Access	Jan	Feb	Mar	Apr	May	Jun	GST Free
Access Introduction*	13	7	14	13	17	6	$430
Access Intermediate*	16	16	15	14	18	8	$430
Access Advanced*	23	17	10	17	24	9	$469
Adobe							
Adobe Acrobat DC Essentials	20	22	30	18	25	23	$469
Adobe Acrobat DC — Form Design and Integration	10	7	8	4	5	1	$469
Adobe InDesign CC — 2 Days		16-17	13-14	12-13	18-19	14-15	$935
Articulate							
Articulate Rise*	19	21	23	11	23	14	$630
Articulate Storyline Advanced*	25	24	28		16	19	$750
Articulate Storyline — The Essentials* — 2 Days	11-12	2-3	13-14	20-21	3-4	15-16	$1295
Microsoft Excel							
Excel Introduction*	10, 25	7, 20	7, 23	5, 19	4, 15	1, 22	$430
Excel Intermediate*	11, 27	8, 21	8, 24	6, 20	5, 16	2, 23	$430
Excel Advanced* — 2 Days	24-25	22-23	16-17	18-19	30-31	29-30	$935
Excel Analysing Data using Power Query*	12	8	9	14	11	22	$630
Excel Charts and Macros — ½ Day*	27	14	15	28	24	7	$310
Excel Formulas and Functions*	18	13	10	17	2	16	$469
Excel Organise Worksheet Data — ½ Day*	19	14	10	28	19	7	$310
Excel Pivot Tables/Pivot Charts — ½ Day*	10	15	15	4	12	19	$310
Excel VBA — 2 Days		1-2	27-28	20-21	8-9	8-9	$995
Microsoft Forms							
Microsoft 365 Forms — The Essentials — ½ Day*	20	22	27		2, 25	20	$310
Microsoft Lists							
Lists for End Users*		24	24	11	2	6	$630
Microsoft 365							
Microsoft 365 — The Essentials	18	24	7	14	17	9	$469
OneNote							
OneNote Paperless Office*	17	21	9	26	26	21	$469
Other Courses							
Introduction to Computers — ½ Day		6	3	21	1	16	$295
Learn to Touch Type — ½ Day		6	3	21	1	16	$295
Microsoft Outlook							
Outlook*	20	20	30	24	10	13	$430
Tame Your Inbox — ½ Day*	25	21	8	27	30	16	$410+

Microsoft Planner	Jan	Feb	Mar	Apr	May	Jun	GST Free
Microsoft Planner, To Do and Teams Approvals — ½ Day*	16	6, 28		4	3	2	$310
Microsoft Power Apps							
Introduction to Power Apps*	18	10	1	5	12, 31		$630
Microsoft Power Automate							
Power Automate (Flow) — The Essentials*	30	20	15	12	26	6	$515
Microsoft Power BI							
Power BI (Business Intelligence) — The Essentials*	11-12	6-7, 14-15	2-3, 16-17	18-19	9-10, 22-23	12-13, 28-29	$1295
Power BI — Creating Performance Measures using DAX		27-28	28-29	26-27	22-23	26-27	$1295
Power BI — Data Modelling and Transformations		17	13	13	17	20	$735
Microsoft PowerPoint							
Creating PowerPoints with Impact*	31	24	29	27	24	21	$430
Microsoft Project							
Project Introduction*	17	8	8	3	11	13	$469
Project Intermediate*	13	9	9	5	16	14	$515
Project Advanced*		13	2	6	8	15	$515
Project for Schedulers — Fundamental or Specialist	☎	☎	☎	☎	☎	☎	POA
Microsoft SharePoint							
SharePoint End Users*	17	1	27	6	10	22	$515
SharePoint Site Owner*	23-24	13-14	16-17	26-27	18-19	27-28	$995
SharePoint Advanced — Lists and Libraries — ½ Day*	27		1	3	2	1	$320
Microsoft Sway							
Microsoft Sway — The Essentials — ½ Day	19	16	23	24	24	23	$310
Microsoft Teams							
Microsoft Teams — ½ Day*	30	27	24	28	29	29	$310
Microsoft Teams — Interactive and Engaging Meetings — ½ Day*	20	9	1	3	11	12	$310
Microsoft Visio							
Visio*	24	15	7, 31		9	12	$469
Microsoft Word							
Creating Forms in Word — ½ Day*	☎	☎	☎	☎	☎	☎	POA
Word Introduction*	13	9	2	11	4	1	$430
Word Intermediate*	16	10	3	17	5	2	$430
Word Advanced*	31	28	31		1, 29	26	$469
Word — Templates and Styles — ½ Day*	23	23	27	28	30	28	$310
Word — Working with Reports and Manuals*		3	1	12	15	20	$469
Microsoft Yammer							
Yammer — The Essentials — ½ Day*	☎	☎	☎	☎	☎	☎	POA

All our IT training includes a complimentary post course helpline

+ plus GST.
Dates are subject to change, please check our website for latest training dates.

* Also available online as LIVE facilitator-led virtual training course

Training Calendar • January – June 2023

🔍 **STEP 1:** Select your course   📅 **STEP 2:** Select a date   🖱 **STEP 3:** Book at **www.ati-mirage.com.au**

Professional Development Training

	Jan	Feb	Mar	Apr	May	Jun	+ GST
Communication							
Communication Skills (with Extended DiSC®)*	10	14	21	19	31	22	$730+
Conflict to Cooperation*	24	24	29	24	25	15	$575+
How to Overcome Your Fear of Public Speaking		10	9	14	12	14	$575+
Introduction to Business Writing — Fundamentals and principles to write more professionally*	19	28	31	28	17	9	$575+
Effective Minute Taking — ½ Day*		6	7	6	2	12	$410+
Negotiation and Influencing Skills*	20	24	28	21	18	6	$575+
Thinking and Speaking off the Cuff		23	20	28	26	28	$575+
Writing for Government — Including Ministerials and Briefing Notes*	12	8	10	3	1	6	$575+
Writing Reports and Business Cases*	10	14	9	14	5	2	$575+
Customer							
Create a Great Customer Experience — ½ Day		7	2	5	4	2	$410+
Customer Service Excellence*	23	22	15	26	19	14	$575+
Dealing with Difficult Customers — ½ Day*	25	17	7	6	10	16	$410+
Telephone Techniques — ½ Day*		3	1	3	11	9	$410+
Job / Recruitment							
Job Application and Interview Skills*	11	23	17	6	3	7	$575+
Job Application Skills — ½ Day*	11	23	17	6	3	7	$410+
Job Interview Skills — ½ Day*	11	23	17	6	3	7	$410+
Recruitment, Selection and Onboarding*		15	13	13	9	19	$575+
Leadership – NEW Leadership Development Program available							
Coaching for Performance — ½ Day*		13	27	24	22	27	$410+
Creating a Great Workplace Culture — ½ Day	30	20	20	18	24	26	$410+
Creative Problem Solving — ½ Day*		16	14	4	8	9	$410+
Critical Thinking and Decision Making — ½ Day*		16	13	4	8	9	$410+
Data Driven Culture — ½ Day		22	21	27	23	29	$410+
Ignite! Leadership Program for Middle Managers*	17-18	6-7	15-16	17-18	25-26	20-21	$1040+
Leading and Communicating Change*	13	2	7	11	11	1	$575+
Leading Effective Meetings — ½ Day*		6	7	6	2	12	$410+
Leading Hybrid Work Teams — ½ Day*	30	27	20	24	24	21	$410+
Leading Me, Leading Others (Extended DISC®)		23-24	29-30	26-27	22-23	22-23	$1255+
Managing People and Performance*	31-1	8-9	16-17	11-12	16-17	29-30	$1040+
Strategic Planning and Execution*		10	8	5	4	8	$575+
Supervisor Toolkit*	27	20	24	21	12	21	$575+
Project							
Continuous Process Improvement	31	27	17	26	9	20	$575+
PRINCE2® Agile Foundation		20-22		3-5			$1990+
PRINCE2® Agile Practitioner			13-15		1-3		$1890+
PRINCE2® Foundation and Practitioner		6-10	20-24		15-19	12-16	$3670+
PRINCE2® Foundation		6-8	20-22		15-17	12-14	$2095+
PRINCE2® Practitioner		9-10	23-24		18-19	15-16	$1575+
Project Management	19-20	28-29	27-28	19-20	31-1	29-30	$1040+
Safety							
Health and Safety Representatives Training		13-17	13-17	17-21	22-26	26-30	$1050+
Health and Safety Representatives Refresher Training	16	24	23	12	18	19	$575+
Leading WHS for Supervisors and Managers		9		13		23	$575+

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Time / Productivity							
Boost Your Productivity — ½ Day*	25	21	8	27	30	16	$410+
Mastering Delegation — ½ Day*	18	27	28	28	29	27	$410+
Tame Your Inbox — ½ Day*	25	21	8	27	30	16	$410+
Time Management Simplified*	13	13	3	12	10	23	$575+

Wellness Training

	Jan	Feb	Mar	Apr	May	Jun	+ GST
Develop Your Emotional Intelligence*	12	21	23	13	5	8	$575+
Developing Self Confidence and Assertiveness Skills*		2	2	20	15	27	$575+
Manage Stress, Build Resilience*	16	17	10	14	16	22	$575+
Mindfulness @ Work — ½ Day*	17	9	3	28	18	13	$410+
Better Mental Health At Work	☎	☎	☎	☎	☎	☎	POA
Mental Health First Aid (MHFA)	☎	☎	☎	☎	☎	☎	POA
Talking About Sexual Harassment	☎	☎	☎	☎	☎	☎	POA

Other Customised Solutions

The team at ATI-Mirage are here to work with you and your teams to create the best training experience possible. We have an extensive selection of training courses that can be developed for your specific needs that may not be listed on our calendar. Speak with us today about your requirements.
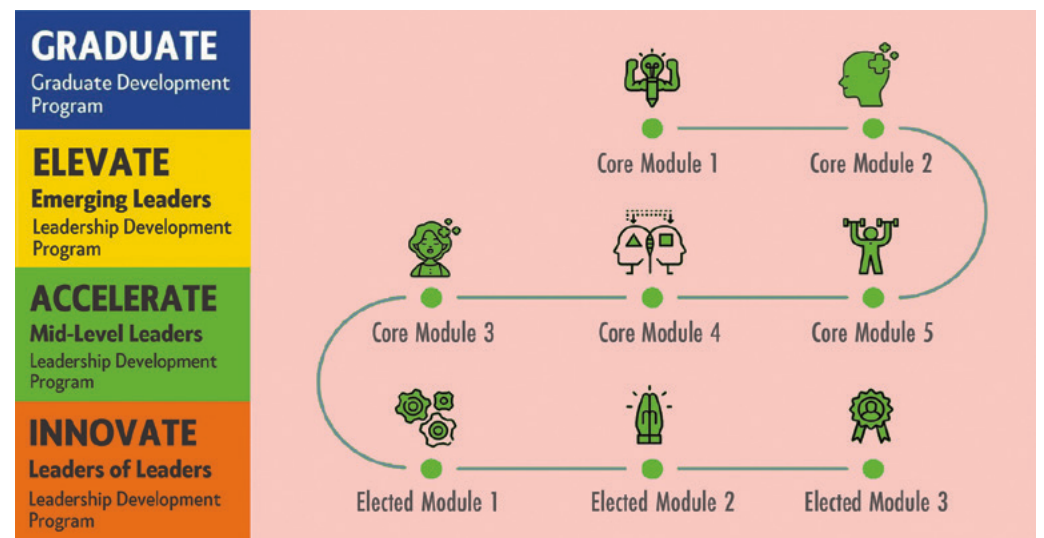
Team Development

Bespoke team development programs including team building activities and guest speakers are available with full and half day options to suit your organisation's objectives. **Call us for a training quote 08 9218 9059**.

Leadership Development

We have developed a Leadership Development Program that will work across your whole organisation to develop your leaders for today and tomorrow.

There are four very different pathways for you to consider – **Graduate, Elevate, Accelerate, Innovate** – with a number of Core and Elected modules tailored to suit your organisation's requirements. Join the team at ATI-Mirage on a leadership journey designed to build capacity and culture so your teams are resilient to future business and organisational opportunities.

GRADUATE Graduate Development Program

ELEVATE Emerging Leaders Leadership Development Program

ACCELERATE Mid-Level Leaders Leadership Development Program

INNOVATE Leaders of Leaders Leadership Development Program

Core Module 1 Core Module 2 Core Module 3 Core Module 4 Core Module 5 Elected Module 1 Elected Module 2 Elected Module 3

Consulting Services

IT Consulting Services

ATI-Mirage are the leaders in WA for delivering IT consulting solutions. The team at ATI-Mirage understand the need organisations have to capitalise on their IT investment, they will help you unlock its true potential. We offer our IT expertise to help you find solutions to streamline your business processes and improve how your organisation operates in today's digital workplace.

Professional Development Consulting

ATI-Mirage are experts in providing Professional Development and Wellness strategy, training, and coaching solutions. In this ever-changing hybrid working environment, ATI-Mirage can help your organisation with change management, leadership development, organisation strategy and value, team building, employee engagement and more…

We have a range of profiling tools, techniques and frameworks to assist organisations, teams and individuals get results and thrive.

Call us for profiles and diagnostics, such as: Extended DiSC Communication, Extended DiSC Leadership, Remote Worker Assessment, Korn Ferry, LSI, Social & Emotional Intelligence, HDBM1 and more…

+ plus GST.
Dates are subject to change, please check our website for latest training dates.

* Also available online as LIVE facilitator-led virtual training course

THE TOP 10

1. Microsoft Excel
2. Supervisor Toolkit
3. Microsoft Power BI
4. Communication Skills (eDiSC)
5. Health & Safety Representatives
6. Leadership Programs
7. Microsoft Project
8. Project Management
9. Microsoft SharePoint
10. Conflict to Cooperation

Connect with us...

Speak with our Client Solutions Team on **(08) 9218 9059**. We can upskill your team at our CBD training centre, at your office or deliver training virtually to suit your requirements.

Key Considerations for Leaders

REFERENCES
mccrindle.com.au/resources

Build an environment of trust
Highly engaged teams have high levels of trust with both leaders and colleagues.

Focus on growth
Engagement and retention are high in organisations that are focussed on growth.

Lead with empathy
Leaders who are building healthy cultures are seen to be supportive, empathetic and are developing connections across the team.

Decide what is best for your team
The challenge in designing hybrid work that is meaningful, fair, engaging and empowering is to not simply optimise the benefits but consider the trade-offs.

Prioritise clear and consistent communication
In a decentralised environment, clarity is key. Leaders are required to be clear and on the front foot with their communication.

Align and empower
When goals and objectives are clear, workers can be trusted and empowered.

Join the team at ATI-Mirage on a leadership journey designed to build capacity and culture so that teams are resilient to future business and organisational challenges and prepared for all opportunities.

🌐 www.ati-mirage.com.au   📞 (08) 9218 9059   ✉ hello@ati-mirage.com.au