



# **ATI-MIRAGE**

TRAINING & BUSINESS  
SOLUTIONS

## Training Calendar

**January - June 2024**

### **5 reasons to use ATI-Mirage**

1. 100% Western Australian owned and operated
2. 30 years of experience training over 220,000 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](http://www.ati-mirage.com.au)**



## IT Training

	Jan	Feb	Mar	Apr	May	Jun	GST Free
<b>Microsoft Access</b>							
Access Introduction*	17	16	8	5	3	5	\$430
Access Intermediate*	30	23	22	10	22	6	\$430
Access Advanced*		1		26		21	\$470
<b>Adobe</b>							
Adobe Acrobat DC Essentials	22	21	1	2	1	7	\$470
Adobe Acrobat DC – Form Design and Integration		29		8		24	\$470
Adobe InDesign CC – 2 Days		14-15	6-7	10-11	9-10	12-13	\$935
<b>Articulate</b>							
Articulate Rise*		20		2, 11	7	24	\$630
Articulate Storyline Advanced*		15		3		27	\$735
Articulate Storyline – The Essentials* – 2 Days*	18-19	1-2	18-19	16-17	1-2	13-14	\$1295
Articulate Storyline Master Class – ½ Day*			26		16		\$395
<b>Cyber Security</b>							
Cyber Security Awareness – The Essentials	12	5	21	22	20	17	\$630
<b>Microsoft Excel</b>							
Excel Introduction*	10, 25	7, 19	7, 19	3, 17	1, 21	18	\$430
Excel Intermediate*	11, 29	8, 20	8, 20, 25	4, 18, 24	2, 22	5, 19	\$430
Excel Advanced – 2 Days*	22-23	21-22	14-15	8-9	30-31		\$935
Excel Analysing Data using Power Query*		13	26	12	9		\$630
Excel Charts and Macros – ½ Day*			12		17		\$310
Excel Formulas and Functions*	31		22	30	22		\$470
Excel Organise Worksheet Data – ½ Day*			12				\$310
Excel Pivot Tables/Pivot Charts – ½ Day*		28		11		27	\$310
Excel VBA – 2 Days		5-6		18-19		13-14	\$995
<b>Microsoft Forms</b>							
Microsoft 365 Forms – The Essentials – ½ Day*		16		22		17	\$310
<b>Microsoft Lists</b>							
Lists for End Users*	☎	☎	☎	☎	☎	☎	\$515
<b>Microsoft 365</b>							
Microsoft 365 – The Essentials	18			12	13		\$470
<b>OneNote</b>							
OneNote Paperless Office*	15		11	23	24	14	\$470
<b>Other Courses</b>							
Digital Literacy – Understanding Data – ½ Day	☎	☎	☎	☎	☎	☎	POA
Introduction to Computers – ½ Day	☎	☎	☎	☎	☎	☎	POA
Learn to Touch Type – ½ Day	☎	☎	☎	☎	☎	☎	POA
<b>Microsoft Outlook</b>							
Outlook	22	19	27	22	23	11	\$430
Tame Your Inbox – ½ Day		20		24		27	\$320

All our IT training includes a complimentary post course helpline

## Microsoft Planner

Microsoft Planner, To Do and Teams Approvals – ½ Day\* 28 19 26 \$310

## Microsoft Power Apps

Introduction to Power Apps\* 29 24 25 \$630

## Microsoft Power Automate

Power Automate – The Essentials\* 30 13 9 29 \$515

## Microsoft Power BI

Power BI (Business Intelligence) – The Essentials\* 11-12 5-6 5-6 15-16 6-7 10-11 \$1295

Power BI – Creating Performance Measures using DAX 22-23 29-30 27-28 \$1295

Power BI – Data Modelling and Transformations 18 27 14 \$735

## Microsoft PowerPoint

Microsoft PowerPoint – The Essentials\* 31 25 \$430

## Microsoft Project

Project Introduction\* 16 8 11 2 7 12 \$470

Project Intermediate\* 17 9 12 3 8 13 \$515

Project Advanced\* 31 28 15 \$515

Project for Schedulers – Fundamental or Specialist ☎ ☎ ☎ ☎ ☎ ☎ POA

## Microsoft SharePoint

SharePoint End Users\* 17 7, 26 5 4 6 4 \$515

SharePoint End Users – The Basics – ½ Days\* ☎ ☎ ☎ ☎ ☎ POA

SharePoint Site Owner\* 23-24 13-14 13-14 23-24 13-14 20-21 \$995

SharePoint Advanced – Lists and Libraries – ½ Day\* 25 27 30 25 \$320

## Microsoft SQL

SQL Server Introduction 15 7 20 10 8 POA

## Microsoft Sway

Microsoft Sway – The Essentials – ½ Day\* ☎ ☎ ☎ ☎ ☎ ☎ \$310

## Microsoft Teams

Microsoft Teams – The Essentials – ½ Day\* 24 26 1 29 27 POA

Teams – Interactive and Engaging Meetings – ½ Day 24 1 29 27 \$310

Teams – Working with Files – ½ Day ☎ ☎ ☎ ☎ ☎ ☎ \$310

## Microsoft Visio

Visio – The Essentials\* 23 12 28 3 10 \$470

## Microsoft Word

Creating Forms in Word – ½ Day\* ☎ ☎ ☎ ☎ ☎ ☎ POA

Word Introduction\* 16 12 5 9 23 19 \$430

Word Intermediate\* 19 6 15 24 20 \$430

Word Advanced\* 29 26 28 \$470

Word – Templates and Styles – ½ Day\* 7 5 \$310

Word – Working with Reports and Manuals\* 25 13 15 \$470

+ 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 2024



**STEP 1:** Select your course



**STEP 2:** Select a date



**STEP 3:** Book at [www.ati-mirage.com.au](http://www.ati-mirage.com.au)

## Professional Development Training

	Jan	Feb	Mar	Apr	May	Jun	+ GST
<b>Communication</b>							
Communication Skills (with Extended DiSC®)*	10	15	18	17	8	13	\$760+
Conflict to Cooperation*	24	23	26	22	23	14	\$595+
Effective Minute Taking – ½ Day*	22	5		4		10	\$430+
How to Overcome Your Fear of Public Speaking		16			3		\$595+
Introduction to Business Writing – Fundamentals and principles to write more professionally*	19		28		13		\$595+
Negotiation and Influencing Skills*	16	23	25	19	14	4, 18	\$595+
Thinking and Speaking off the Cuff	30		8	19		20	\$595+
Writing for Government – Including Ministerials and Briefing Notes*	23	8	11	2	16	5	\$595+
Writing Reports and Business Cases*		14		12		26	\$595+
<b>Customer</b>							
Create a Great Customer Experience – ½ Day			13			26	\$430+
Customer Service Excellence*	23		6		15		\$595+
Dealing with Difficult Customers – ½ Day*	25		7		6		\$430+
Telephone Techniques – ½ Day*	25		7		1		\$430+
<b>Job / Recruitment</b>							
Job Application and Interview Skills*		7		11		6	\$595+
Job Application Skills – ½ Day*		7		11		6	\$430+
Job Interview Skills – ½ Day*		7		11		6	\$430+
Recruitment, Selection and Onboarding	25		6		10		\$595+
<b>Leadership – Leadership Development Program available</b>							
Coaching for Performance – ½ Day*	16		8		20		\$430+
Creative Problem Solving – ½ Day*		1		22		4	\$430+
Critical Thinking and Decision Making – ½ Day*		1		22		4	\$430+
Data Driven Culture – ½ Day*		9		30		21	\$430+
Emotional Intelligence for Teams – ½ Day			13			26	\$430+
Leadership Essentials*	17-18	5-6	14-15	15-16	15-16	11-12	\$1090+
Leading and Communicating Change*	15		7		7		\$595+
Leading Effective Meetings – ½ Day*		5		4		10	\$430+
Leading Hybrid Work Teams – ½ Day*	16		27		14		\$430+
Leading Me, Leading Others (Extended DISC®)		14-15	25-26	23-24	20-21	24-25	\$1295+
Managing People and Performance*	30-31	26-27		8-9	9-10	20-21	\$1090+
Self-Awareness with PRINT® – ½ Day		21		3		17	\$650+
Strategic Planning and Execution*		12		8		28	\$595+
Supervisor Toolkit*	22	19	21	5	1	5	\$595+
<b>Project</b>							
Continuous Process Improvement	29		12		28		\$595+
PRINCE2® Agile Foundation		19-21					\$2200+
PRINCE2® Agile Practitioner				8-10			\$1890+
PRINCE2® Foundation and Practitioner				29-3		10-14	\$4400+
PRINCE2® Foundation and Practitioner – Virtual Class*			11-14		27-31		\$4200+
PRINCE2® Foundation				29-1		10-12	\$2400+
PRINCE2® Foundation – Virtual Class*	29-31		11-13		27-29		\$2300+
PRINCE2® Practitioner				2-3	13-14		\$2000+
PRINCE2® Practitioner – Virtual Class*		1-2	14-15		30-31		\$1900+
Project Management	18-19	28-29		16-17	29-30	24-25	\$1090+
<b>Safety</b>							
Health and Safety Representatives Training	15-19	12-16	11-15	15-19	20-24	10-14	\$1050+
Health and Safety Representatives Refresher Training	23		19		17	17	\$595+
Leading WHS for Supervisors and Managers	29	23	27	29	16	28	\$595+
Statutory Supervisor Pre-Exam Preparation			27		7		\$610+
Statutory Supervisor Training	10-12, 29-1	26-28		3-5, 22-24	13-15	17-19, 18-20	\$1090+

## Time/Productivity

	Jan	Feb	Mar	Apr	May	Jun	+ GST
Boost Your Productivity – ½ Day*		20		24		27	\$430+
Mastering Delegation – ½ Day*	16		8		20		\$430+
Time Management Simplified*	15	13	5	10	17	19	\$595+

## Wellness Training

	Jan	Feb	Mar	Apr	May	Jun	+ GST
Avoid Burnout @ Work – ½ Day*	24		11		16		\$430+
Change Fatigue @ Work*		2		29		21	\$430+
Develop Your Emotional Intelligence*	22	22	20		2	7	\$595+
Developing Self Confidence and Assertiveness Skills*	11	2	5	18	9	17	\$595+
Manage Stress, Build Resilience*	☎	☎	☎	☎	☎	☎	POA
Mindfulness @ Work – ½ Day*		13		18		7	\$430+
Psychological Safety @ Work – ½ Day		13		18		7	\$430+
Resilience @ Work – ½ Day	24		11		16		\$430+

## 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.

### Transform your Leaders with our Developing Leaders Programs

For many years, the team of specialist leadership facilitators at ATI-Mirage have developed essential leadership skills training for organisations. We have identified that organisations need to develop future leaders that are equipped to engage diverse teams with flexible work arrangements and have created programs that will work across your whole organisation to develop and support leaders. There are four different pathways for you to consider – Graduate, Emerging Leaders, Effective Leaders, and Leader of Leaders – with modules that can be tailored and contextualised to suit your organisation's requirements. Please contact ATI-Mirage and find out more about how we can help develop leadership capabilities across all levels of your organisation.



## 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: PRINT® Extended DiSC Communication, Extended DiSC Leadership, Remote Worker Assessment, LSI 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

# What's NEW at **ATI-MIRAGE?**

Get ready to dive into our latest in-demand offerings designed to support your upskilling and professional development.

- Self-Awareness with PRINT®
- PRINT® to enhance Team Effectiveness
- Change Fatigue @Work
- Statutory Supervisor Training
- Statutory Supervisor pre-Exam Preparation
- Psychological Safety@Work

- Cyber Security Awareness- The Essentials
- Microsoft Excel – Analysing Data using Power Query
- Microsoft Lists
- Microsoft SharePoint End Users
- Microsoft Teams – Interactive and Engaging Meetings
- Bing Chat Enterprise & Prompt Engineering (Coming Soon)

For more information on how ATI-Mirage can support your organisation go to [www.ati-mirage.com.au](http://www.ati-mirage.com.au) or scan the QR code below



**ATI-MIRAGE**  
TRAINING & BUSINESS  
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Enriching lives, empowering organisations

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