LIVE virtual training available

ATI-MIRAGE
TRAINING & BUSINESS SOLUTIONS

Training Calendar

January – June 2025

5 reasons to use ATI-Mirage

1. Buy Local – 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

IT Training

	Jan	Feb	Mar	Apr	May	Jun	GST Free
Microsoft Access							
Access Introduction, Intermediate, Advanced*	☎	☎	☎	☎	☎	☎	POA
Adobe							
Adobe Acrobat DC Essentials	20		19			19	$470
Adobe InDesign CC — 2 Days*		11-12		1-2		10-11	$935
Adobe Acrobat DC — Form Design and Integration	☎	☎	☎	☎	☎	☎	POA
Articulate							
Articulate Rise	16		5			17	$630
Articulate Storyline — The Essentials — 2 Days		3-4		7-8		25-26	$1295
Articulate Storyline Advanced	☎	☎	☎	☎	☎	☎	POA
Copilot							
Copilot Introduction — ½ Day*	24		20		12		$320
Copilot Intermediate — AI Prompt Engineering — ½ Day	24		20		12		$320
Copilot for Microsoft 365 — The Essentials		11		11		6	$630
Cyber Security							
Cyber Security Awareness — The Essentials — ½ Day			6			13	$330
Microsoft Excel							
Excel Introduction*	8, 29	11, 26	10, 26	8, 23	6, 19	4, 17, 30	$430
Excel Intermediate*	9, 30	12, 27	11, 27	9, 24	7, 20	5, 18	$430
Excel Advanced — 2 Days*	20-21	20-21	17-18	29-30	27-28	26-27	$935
Excel Analysing Data using Power Query*		3	7	15	15	12	$630
Excel Formulas and Functions*		7		16		9	$470
Excel Pivot Tables/Pivot Charts — ½ Day*		17		1		3	$310
Excel VBA — 2 Days			25-26			4-5	$995
Excel Charts and Macros — ½ Day*	☎	☎	☎	☎	☎	☎	POA
Excel Organise Worksheet Data — ½ Day*	☎	☎	☎	☎	☎	☎	POA
Microsoft Forms							
Microsoft 365 Forms — The Essentials — ½ Day*	☎	☎	☎	☎	☎	☎	POA
Microsoft Lists							
Lists for End Users			6		2	10	$515
Microsoft 365							
Microsoft 365 — The Essentials	16		13		13		$470
Microsoft Loop — The Essentials		27		9		25	$470
OneNote							
OneNote Paperless Office*	13	17		29		20	$470
Other Courses							
Digital Literacy — Understanding Data — ½ Day	☎	☎	☎	☎	☎	☎	POA
Introduction to Computers — ½ Day	☎	☎	☎	☎	☎	☎	POA
Microsoft Outlook							
Outlook	20	12	10	28	23	24	$430
Tame Your Inbox — ½ Day		24		4		16	$320

	Jan	Feb	Mar	Apr	May	Jun	GST Free
Microsoft Planner							
Microsoft Planner, To Do and Teams Approvals — ½ Day*		28		17		18	$310
Microsoft Power Apps							
Introduction to Power Apps*	29	10			1		$630
Microsoft Power Automate							
Power Automate — The Essentials*	30		14		5		$515
Microsoft Power BI							
Power BI (Business Intelligence) — The Essentials*	9-10	4-5	12-13	9-10	13-14	19-20	$1295
Power BI — Creating Performance Measures using DAX		18-19		22-23		23-24	$1295
Microsoft Power BI Intermediate — Data Modelling with Power Query			17		27		$735
Microsoft PowerPoint							
Microsoft PowerPoint — The Essentials*	31	6	5	14	16	23	$430
Microsoft Project							
Project Introduction*	14	5	11	2	14	16	$470
Project Intermediate*	15	6	12	3	15	17	$515
Project Advanced*	31		27			25	$515
Project for Schedulers — Fundamental or Specialist	☎	☎	☎	☎	☎	☎	POA
Microsoft SharePoint							
SharePoint End Users*	15	13	19	8	16	11	$515
SharePoint Site Owner*	21-22	18-19	27-28	15-16	21-22	18-19	$995
SharePoint Advanced — Lists and Libraries — ½ Day*	☎	☎	☎	☎	☎	☎	POA
Microsoft SQL							
SQL Server Introduction	13		18		26		$515
Microsoft Sway							
Microsoft Sway — The Essentials — ½ Day*	☎	☎	☎	☎	☎	☎	POA
Microsoft Teams							
Microsoft Teams — The Essentials — ½ Day*	22	13	25	10	8	12	$310
Teams — Interactive and Engaging Meetings — ½ Day	22	13	25	10	8	12	$310
Teams — Working with Files — ½ Day			31			3	$310
Microsoft Visio							
Visio — The Essentials*	21	25	21	17	29	9	$470
Microsoft Word							
Word Introduction*	14	14	17	11	7	13	$430
Word Intermediate*	17	20	26	24	21	18	$430
Word Advanced*			26		28	30	$470
Word — Templates and Styles — ½ Day*	☎	☎	☎	☎	☎	☎	POA
Word — Working with Reports and Manuals*	☎	☎	☎	☎	☎	☎	POA
Creating Forms in Word — 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 the latest training dates ☎ Ring us for more information (08) 9218 9059

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

Professional Development Training

	Jan	Feb	Mar	Apr	May	Jun	+ GST
Communication							
Communication Skills (with Extended DiSC®)*	10	13	18	2	12	17	$760+
Conflict to Cooperation*	30		7		14		$595+
Developing Self Confidence and Assertiveness Skills*	9		10		15		$595+
Introduction to Business Writing*	17		24		8		$595+
Effective Minute Taking – ½ Day*		5		3		9	$430+
Negotiation and Influencing Skills*	14	4		7		25	$595+
Presentation Skills Training – for impact and persuasion			6			30	$595+
Writing for Government – Including Ministerials and Briefing Notes*	21		12		20		$595+
Writing Reports and Business Cases*		17		15		23	$595+
Developing a Business Case – ½ Day*	☎	☎	☎	☎	☎	☎	POA
Developing Effective Policies and Procedures	☎	☎	☎	☎	☎	☎	POA
Thinking and Speaking off the Cuff	☎	☎	☎	☎	☎	☎	POA
Customer							
Customer Service Excellence*	21			16			$595+
Dealing with Difficult Customers – ½ Day*		14			28		$430+
Telephone Techniques – ½ Day*		14			28		$430+
Create a Great Customer Experience – ½ Day	☎	☎	☎	☎	☎	☎	POA
Job / Recruitment							
Job Application Skills – ½ Day*			17			20	$430+
Job Interview Skills – ½ Day*			17			20	$430+
Recruitment, Selection and Onboarding	23			14			$595+
Leadership – Leadership Development Program available							
The Art of Emotionally Intelligent Leadership			5			16	$595+
Brain Training for Better Workplace Outcomes – ½ Day		24		24			$430+
Leadership Essentials*	15-16	10-11	20-21	8-9	14-15	10-11	$1090+
Leading Me, Leading Others (Extended DISC®)			25-26		26-27		$1295+
Self-Awareness with PRINT® – ½ Day		12		17			$650+
Emotional Intelligence for Teams – ½ Day			13			24	$430+
Managing People and Performance*		26-27		28-29		18-19	$1090+
Supervisor Toolkit*	20	19	11	23	30	12	$595+
Leading and Communicating Change*	13		14		29		$595+
Leading Effective Meetings – ½ Day*		5		3		9	$430+
Coaching for Performance – ½ Day*		25			5		$430+
Creative Problem Solving – ½ Day*		3			1		$430+
Critical Thinking and Decision Making – ½ Day*		3			1		$430+
Strategic Planning and Execution*		20		10			$595+
Data Driven Culture – ½ Day*			13			24	$430+
Leading Hybrid Work Teams – ½ Day*	☎	☎	☎	☎	☎	☎	POA
PRINT® to Enhance Team Effectiveness	☎	☎	☎	☎	☎	☎	POA
Team Effectiveness Workshop	☎	☎	☎	☎	☎	☎	POA
Project							
Project Management	16-17		18-19		21-22		$1090+
Continuous Process Improvement	29		19		15		$595+
PRINCE2® Foundation			17-19			9-11	$2400+
PRINCE2® Practitioner			20-21			12-13	$2000+
PRINCE2® Foundation and Practitioner			17-21			9-13	$4400+
PRINCE2® Agile Foundation	☎	☎	☎	☎	☎	☎	POA
PRINCE2® Agile Practitioner	☎	☎	☎	☎	☎	☎	POA
Stakeholder Engagement for Projects	☎	☎	☎	☎	☎	☎	POA
BSB40920 – Certificate IV in Project Management Practice	☎	☎	☎	☎	☎	☎	POA
WHS							
Health and Safety Representatives Training	13-17	17-21	24-28	7-11	5-9	16-20	$1050+
Health and Safety Representatives Refresher Training	21			22		27	$595+
Leading WHS for Supervisors and Managers			13		20		$595+
Statutory Supervisor Pre-Exam Preparation – ½ Day	31		5		16		$610+
Statutory Supervisor Training		11-13			12-14		$1090
Statutory Site Executive – Lead WHS Risk Management	☎	☎	☎	☎	☎	☎	POA

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Time / Productivity							
Boost Your Productivity – ½ Day*		18		4		26	$430+
Mastering Delegation – ½ Day*		25			5		$430+
Time Management Simplified*	13		4		19		$595+
Wellness							
Avoid Burnout @ Work – ½ Day		6			16		$430+
Develop Your Emotional Intelligence*	20		27		9		$595+
Developing Self Confidence and Assertiveness Skills*	9		10		15		$595+
Emotional Intelligence for Teams			13			24	$430+
Mental Health First Aid (MHFA)			10-11			7-18	$1040+
Mindfulness @ Work – ½ Day	22			30			$430+
Psychological Safety @ Work – ½ Day	22			30			$430+
Resilience @ Work – ½ Day		6			16		$430+
Change Fatigue @ Work	☎	☎	☎	☎	☎	☎	POA
Manage Stress, Build Resilience*	☎	☎	☎	☎	☎	☎	POA
Talking About Sexual Harassment	☎	☎	☎	☎	☎	☎	POA

Tailored Solutions for Your Unique Needs

At ATI-Mirage, we work alongside you and your team to design the most impactful and relevant training experience possible. Our wide-ranging catalogue of customisable training courses ensures we can develop solutions that perfectly match your unique requirements, even if they're not listed on our calendar. Reach out today to discuss your specific needs and receive a tailored quote at **08 9218 9059**.

Team Development

Unlock the full potential of your team with bespoke programs designed to enhance collaboration, strengthen relationships, and foster personal growth. From team-building activities to expert guest speakers, we offer flexible options including full and half-day workshops tailored to meet your organisation's goals. Contact us to explore the possibilities for your team.

Develop Your Leaders with Our Transformative Leadership Programs

Our experienced specialists have crafted essential leadership development programs that respond to the modern needs of organisations. Recognising the need for adaptable, forward-thinking leaders, we've created pathways that equip your entire organisation with the skills to inspire, lead, and grow. Whether you're building from the ground up or refining existing leadership talent, our programs provide tailored learning experiences through four distinct pathways:

Developing Leaders Programs to develop and support leaders and build leadership impact 💡

EMERGING LEADERS — EFFECTIVE LEADERS — **DEVELOPING LEADERS** — GRADUATE — LEADER OF LEADERS

Each pathway is designed to help you cultivate leadership capabilities at every level, ensuring your leaders are fully prepared to meet and exceed your organisation's goals. For more information, connect with us to discuss how we can support your leadership journey.

Expert Consulting Services for a Competitive Edge

IT Consulting Services

As WA's leading IT consulting provider, ATI-Mirage understands the pivotal role technology plays in maximising organisational success. Our team empowers you to get the most out of your IT investment by offering expert advice and customised solutions that streamline business processes and enhance productivity. Let us help you unlock the true potential of your digital workplace.

Professional Development Consulting

In today's fast-paced, hybrid working environment, professional growth and employee well-being are essential. ATI-Mirage offers comprehensive consulting services that span change management, leadership development, team building, employee engagement, and more. Using proven tools and strategies, we support organisations and individuals in achieving their goals, navigating challenges, and driving impactful results.

Call us for profiles and diagnostics, such as: PRINT® Extended DiSC Communication, Extended DiSC Leadership, Remote Worker Assessment, LSI and more…

+ plus GST.

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SELFCARE BINGO

TAKE 3 DEEP BREATHS	DRINK SOME WATER	GO FOR 10-MIN WALK
HAVE A YARN	DO 5 PUSH-UPS	SMILE
LISTEN TO "Don't worry be happy"	WATCH A FUNNY VIDEO	HAVE A CUPPA

ATI-Mirage can support you and your organisation.

Go to **www.ati-mirage.com.au** or scan the QR code below.