



# **ATI-MIRAGE**

TRAINING & BUSINESS  
SOLUTIONS

## Training Calendar

**July – December 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](http://www.ati-mirage.com.au)**



# IT Training

	Jul	Aug	Sep	Oct	Nov	Dec	GST Free
<b>Microsoft Access</b>							
Access Introduction, Intermediate, Advanced*	☎	☎	☎	☎	☎	☎	POA
<b>Adobe</b>							
Adobe Acrobat DC Essentials			8			1	\$470
Adobe InDesign CC — 2 Days*		20-21		22-23		8-9	\$935
Adobe Acrobat DC — Form Design and Integration	☎	☎	☎	☎	☎	☎	POA
<b>Articulate</b>							
Articulate Rise	18		18		27		\$630
Articulate Storyline — The Essentials — 2 Days			3-4	15-16		3-4	\$1295
Articulate Storyline Advanced	☎	☎	☎	☎	☎	☎	POA
<b>Canva</b>							
Canva — The Essentials				23		12	\$515
<b>Copilot</b>							
Copilot for Microsoft 365 — The Essentials*		4		1		4	\$630
Introduction to Microsoft 365 Copilot Chat*		12			6		\$515
<b>Cyber Security</b>							
Cyber Security Awareness — The Essentials — ½ Day	4		2		24		\$330
<b>Microsoft Excel</b>							
Excel Introduction*	15, 30	11, 27	9, 24	8, 21	4, 19	2, 17	\$430
Excel Intermediate*	1, 16, 31	12, 28	10, 25	9, 22, 23	5, 20	3, 18	\$430
Excel Advanced — 2 Days*	22-23	21-22	18-19	30-31	24-25	11-12	\$935
Excel Analysing Data using Power Query*	11	26	11	17	13	4	\$630
Excel Formulas and Functions*		6		3		17	\$470
Excel Pivot Tables/Pivot Charts — ½ Day*		13		2	12		\$310
Excel VBA — 2 Days			4-5		27-28		\$995
Excel Charts and Macros — ½ Day*	☎	☎	☎	☎	☎	☎	POA
Excel Organise Worksheet Data — ½ Day*	☎	☎	☎	☎	☎	☎	POA
<b>Microsoft Forms</b>							
Microsoft 365 Forms — The Essentials — ½ Day*	☎	☎	☎	☎	☎	☎	POA
<b>Microsoft Lists</b>							
Lists for End Users*	☎	☎	☎	☎	☎	☎	POA
<b>Microsoft Loop</b>							
Microsoft Loop — The Essentials*			4		24		\$470
<b>Microsoft 365</b>							
Microsoft 365 — The Essentials	23		26		18		\$470
<b>OneNote</b>							
OneNote Paperless Office*		19		27		5	\$470
<b>Other Courses</b>							
Digital Literacy — Understanding Data — ½ Day	☎	☎	☎	☎	☎	☎	POA
Introduction to Computers — ½ Day	☎	☎	☎	☎	☎	☎	POA

All our IT training includes a complimentary post course helpline

	Jul	Aug	Sep	Oct	Nov	Dec	GST Free
<b>Microsoft Outlook</b>							
Outlook	24	26	17	9	17		\$430
Tame Your Inbox — ½ Day		12		28		3	\$320
<b>Microsoft Planner</b>							
Microsoft Planner, To Do and Teams Approvals — ½ Day*		8		7		1	\$310
<b>Microsoft Power Apps</b>							
Introduction to Power Apps*		7			11		\$630
<b>Microsoft Power Automate</b>							
Power Automate — The Essentials*	10		9		5		\$515
<b>Microsoft Power BI</b>							
Power BI (Business Intelligence) — The Essentials*	16-17	12-13	23-24	15-16	11-12	9-10	\$1295
Power BI — Creating Performance Measures using DAX		18-19		29-30		4-5	\$1295
Power BI — Data Modelling with Power Query	31		9		10		\$735
<b>Microsoft PowerPoint</b>							
Microsoft PowerPoint — The Essentials*	18	20	25	21	21	15	\$430
<b>Microsoft Project</b>							
Project Introduction*	7	5	11	7	12	9	\$470
Project Intermediate*	8	6	12	8	13	10	\$515
Project Advanced*			16			16	\$515
Project for Schedulers — Fundamental or Specialist	☎	☎	☎	☎	☎	☎	POA
<b>Microsoft SharePoint</b>							
SharePoint End Users*	14	13	15	14	14	11	\$515
SharePoint Site Owner*	29-30	27-28	22-23	28-29	25-26	17-18	\$995
SharePoint Advanced — Lists and Libraries — ½ Day*	☎	☎	☎	☎	☎	☎	POA
<b>Microsoft SQL</b>							
SQL Server Introduction	2		1	15	3		\$515
<b>Microsoft Teams</b>							
Microsoft Teams — The Essentials — ½ Day*	9	14	10	24	26	8	\$310
Teams — Interactive and Engaging Meetings — ½ Day	9	14	10	24	26	8	\$310
Teams — Working with Files — ½ Day	☎	☎	☎	☎	☎	☎	POA
<b>Microsoft Visio</b>							
Visio — The Essentials*	25	25	25	16	18	12	\$470
<b>Microsoft Word</b>							
Word Introduction*	22	11	17	6	6	2	\$430
Word Intermediate*	28	18	22	20	21	10	\$430
Word Advanced*		29		28		16	\$470
Word — Templates and Styles — ½ Day*	☎	☎	☎	☎	☎	☎	POA
Word — Working with Reports and Manuals*	☎	☎	☎	☎	☎	☎	POA
Creating Forms in Word — ½ Day*	☎	☎	☎	☎	☎	☎	POA

+ 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

# Training Calendar • July – December 2025



**STEP 1:** Select your course



**STEP 2:** Select a date



**STEP 3:** Book at **www.ati-mirage.com.au**



## Professional Development Training

	Jul	Aug	Sep	Oct	Nov	Dec	+ GST
<b>Communication</b>							
Communication Skills (with Extended DiSC®)*	3	13	23	15	11	4	\$760+
Conflict to Cooperation*	21		25		12		\$595+
Developing Self Confidence and Assertiveness Skills*	10		3		19		\$595+
Effective Minute Taking – ½ Day*		12		8		17	\$430+
Introduction to Business Writing*	11		26		19		\$595+
Negotiation and Influencing Skills*		7		21		8	\$595+
Presentation Skills Training – for impact and persuasion		22			27		\$595+
Writing for Government – Including Ministerials and Briefing Notes*	29		30		10		\$595+
Writing Reports and Business Cases*		19		30		16	\$595+
Developing a Business Case – ½ Day*	☎	☎	☎	☎	☎	☎	POA
Developing Effective Policies and Procedures	☎	☎	☎	☎	☎	☎	POA
<b>Customer</b>							
Customer Service Excellence*	7			16			\$595+
Dealing with Difficult Customers – ½ Day*	28			31			\$430+
Telephone Techniques – ½ Day*	28			31			\$430+
Create a Great Customer Experience – ½ Day	☎	☎	☎	☎	☎	☎	POA
<b>Job / Recruitment</b>							
Job Application Skills – ½ Day*		15			17		\$430+
Job Interview Skills – ½ Day*		15			17		\$430+
Recruitment, Selection and Onboarding	14			7			\$595+
<b>Leadership – Leadership Development Program available</b>							
The Art of Emotionally Intelligent Leadership		27			7		\$595+
Brain Training for Better Workplace Outcomes – ½ Day		25			14		\$430+
Leadership Essentials*	8-9	20-21	16-17	22-23	4-5	10-11	\$1090+
Leading Me, Leading Others (Extended DiSC®)			11-12		20-21		\$1295+
Self-Awareness with PRINT® – ½ Day		28		9			\$650+
Emotional Intelligence for Teams – ½ Day			15		6	1	\$430+
Managing People and Performance*		5-6		1-2		2-3	\$1090+
Supervisor Toolkit*	17	19	24	14	26	15	\$595+
Leading and Communicating Change*	15		10		25		\$595+
Leading Effective Meetings – ½ Day*		12		8		17	\$430+
Coaching for Performance – ½ Day*		29		10			\$430+
Creative Problem Solving – ½ Day*	18			24			\$430+
Critical Thinking and Decision Making – ½ Day*	18			24			\$430+
Strategic Planning and Execution*				28			\$595+
Data Driven Culture – ½ Day*			5			5	\$430+
Leading Hybrid Work Teams – ½ Day*	☎	☎	☎	☎	☎	☎	POA
PRINT® to Enhance Team Effectiveness	☎	☎	☎	☎	☎	☎	POA
Team Effectiveness Workshop	☎	☎	☎	☎	☎	☎	POA
<b>Project</b>							
Project Management	30-31		8-9		27-28		\$1090+
Continuous Process Improvement	22		4		18		\$595+
PRINCE2® Foundation			8-10			1-3	\$2400+
PRINCE2® Practitioner			11-12			4-5	\$2000+
PRINCE2® Foundation and Practitioner			8-12			1-5	\$4400+
PRINCE2® Agile Foundation	☎	☎	☎	☎	☎	☎	POA
PRINCE2® Agile Practitioner	☎	☎	☎	☎	☎	☎	POA
Stakeholder Engagement for Projects	☎	☎	☎	☎	☎	☎	POA
<b>WHS</b>							
Health and Safety Representatives Training	14-18	4-8	22-26	13-17	3-7	8-12	\$1050+
Health and Safety Representatives Refresher Training		21		9		18	\$595+
Leading WHS for Supervisors and Managers	29		18		26		\$595+
Psychological Safety @ Work	24			29			\$430+
Statutory Supervisor Pre-Exam Preparation	9	1	12	24	14	4	\$610+
Statutory Supervisor Training		12-14			10-12		\$1090
Statutory Site Executive – Lead WHS Risk Management		29			21		\$890

	Jul	Aug	Sep	Oct	Nov	Dec	+ GST
<b>Time / Productivity</b>							
Boost Your Productivity – ½ Day*		11		6		9	\$430+
Mastering Delegation – ½ Day*		29		10			\$430+
Time Management Simplified*	16		1				\$595+
<b>Wellness</b>							
Avoid Burnout @ Work – ½ Day		26			3		\$430+
Develop Your Emotional Intelligence*	23		2				\$595+
Developing Self Confidence and Assertiveness Skills*	10		3		19		\$595+
Emotional Intelligence for Teams			15		6	1	\$430+
Mental Health First Aid (MHFA)			1-2			9-10	\$1040+
Mindfulness @ Work – ½ Day	24			29			\$430+
Psychological Safety @ Work – ½ Day	24			29			\$430+
Resilience @ Work – ½ Day		26			3		\$430+
Change Fatigue @ Work	☎	☎	☎	☎	☎	☎	POA
Talking About Sexual Harassment	☎	☎	☎	☎	☎	☎	POA



## Tailored Solutions for Your Unique Needs

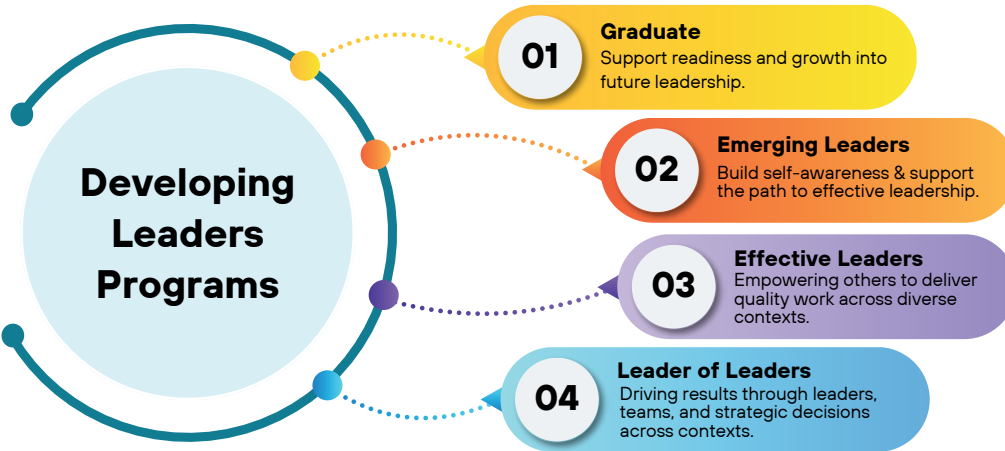
At ATI-Mirage, we work alongside you and your team to design the most impactful and relevant training experience possible. Our wide-ranging catalogue of customisable training courses ensures we can develop solutions that perfectly match your unique requirements, even if they're not listed on our calendar. 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:



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.

### Software Rollouts Training and Support

Rolling out new software can be a game changer, but without proper training, it often leads to frustration and lost productivity. Ensuring your team is confident with new systems is key to a smooth transition and long-term success. At ATI-Mirage, we specialise in **software rollout training, Microsoft 365 user adoption, and business software training**. Our expert Perth-based trainers deliver practical, hands-on learning to help your team adapt quickly, reduce downtime, and work more efficiently.



## 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...

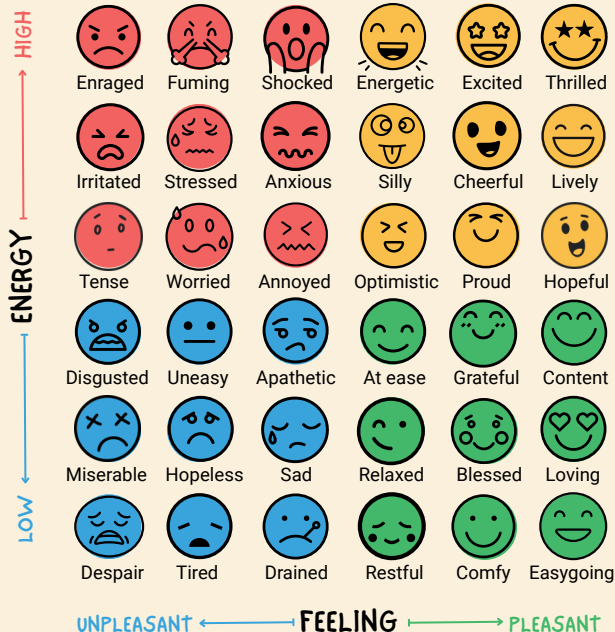
+ plus GST.

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# Emotion is what makes us human

## How are you feeling today?



Adapted from Yale Center for Emotional Intelligence (YCEI)

## How to use Mood Meter

Take a moment to check in – **How are you feeling right now?** Think about your energy level, how pleasant or unpleasant the feeling is.

Finding your colour and naming your feeling is the first step to understanding where you're at. **Scan the QR code to learn how to manage it effectively.**



At ATI-Mirage, we offer a diverse range of training courses from Microsoft Power BI, Excel, Canva to Statutory Supervisor Training, Leadership, WHS, Emotional Intelligence, Business Writing and more.

Whether you're looking to upskill, comply with industry requirements, or enhance team performance, we're here to support your goals.

For more info, visit [www.ati-mirage.com.au](http://www.ati-mirage.com.au) or scan the QR code.

SCAN ME



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Enriching lives, empowering organisations



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