





# Training Calendar


July - December 2026

## 5 reasons to use ATI-Mirage

1. Buy Local – 100% Western Australian owned and operated
2. 30 years of experience training over 235,000 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

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 [hello@ati-mirage.com.au](mailto:hello@ati-mirage.com.au)

[www.ati-mirage.com.au](http://www.ati-mirage.com.au)



# IT & Digital Training

<b>Microsoft Access</b>	Jul	Aug	Sept	Oct	Nov	Dec	GST Free
Access Introduction, Intermediate, Advanced*	☎	☎	☎	☎	☎	☎	POA
<b>Adobe</b>	Jul	Aug	Sept	Oct	Nov	Dec	GST Free
Adobe Acrobat DC Essentials			3			1	\$490
Adobe InDesign CC - 2 Days*		20-21		19-20		8-9	\$980
Adobe Acrobat DC - Form Design & Integration	☎	☎	☎	☎	☎	☎	POA
<b>Articulate</b>	Jul	Aug	Sept	Oct	Nov	Dec	GST Free
Articulate Rise	20		18		27		\$660
Articulate Storyline - The Essentials - 2 Days		17-18		15-16		3-4	\$1360
Articulate Storyline Advanced			3		18		\$770
<b>Canva</b>	Jul	Aug	Sept	Oct	Nov	Dec	GST Free
Canva - The Essentials*		11		23		14	\$540
<b>Copilot</b>	Jul	Aug	Sept	Oct	Nov	Dec	GST Free
Copilot for Excel		10		21		2	\$660
Copilot for Microsoft 365 - The Essentials*		4		1		4	\$660
Copilot for OneNote - ½ Day	2		7			16	\$345
Copilot for Outlook and Teams		21		29		3	\$660
Copilot for Word - ½ Day			8			11	\$345
Introduction to Microsoft 365 Copilot Chat*		11			6		\$540
<b>Cyber Security</b>	Jul	Aug	Sept	Oct	Nov	Dec	GST Free
Cyber Security Awareness - The Essentials			2		24		\$345
<b>Microsoft Excel</b>	Jul	Aug	Sept	Oct	Nov	Dec	GST Free
Excel Introduction*	15, 30	11, 27	9, 24	5, 21	4, 19	2, 17	\$450
Excel Intermediate*	1, 16, 31	12, 28	10, 25	6, 22	5, 20	3, 18	\$450
Excel Advanced - 2 Days*	22-23	24-25	21-22		2-3, 24-25	14-15	\$980
Excel - Analysing Data using Power Query*	13	26	11	19	13	4	\$660
Excel Formulas and Functions*		6		7		15	\$490
Excel - Data Handling and Analysis with PivotTables and PivotCharts - ½ Day*		13		2		12	\$325
Excel VBA - 2 Days	28-29		7-8		30-1		\$1045
Excel Charts and Macros - ½ Day*	☎	☎	☎	☎	☎	☎	POA
Excel Organise Worksheet Data - ½ Day*	☎	☎	☎	☎	☎	☎	POA
<b>Microsoft Forms</b>	Jul	Aug	Sept	Oct	Nov	Dec	GST Free
Microsoft 365 Forms - The Essentials*	☎	☎	☎	☎	☎	☎	POA
<b>Microsoft Lists</b>	Jul	Aug	Sept	Oct	Nov	Dec	GST Free
Lists for End Users*	☎	☎	☎	☎	☎	☎	POA
<b>Microsoft Loop</b>	Jul	Aug	Sept	Oct	Nov	Dec	GST Free
Microsoft Loop - The Essentials*			14		30		\$490
<b>Microsoft 365</b>	Jul	Aug	Sept	Oct	Nov	Dec	GST Free
Microsoft 365 - The Essentials	23		29		18		\$490
<b>OneNote</b>	Jul	Aug	Sept	Oct	Nov	Dec	GST Free
OneNote Paperless Office*		19		27		7	\$490



# IT & Digital Training

<b>Other Courses</b>	Jul	Aug	Sept	Oct	Nov	Dec	GST Free
Introduction to Computers - ½ Day	☎	☎	☎	☎	☎	☎	POA
<b>Microsoft Outlook</b>	Jul	Aug	Sept	Oct	Nov	Dec	GST Free
Outlook	24	26	17	9	17		\$450
Tame Your Inbox - ½ Day		11		6		3	\$345
<b>Microsoft Planner</b>	Jul	Aug	Sept	Oct	Nov	Dec	GST Free
Microsoft Planner, To Do – Essentials – ½ Day*			2	7		1	\$325
<b>Microsoft Power Apps</b>	Jul	Aug	Sept	Oct	Nov	Dec	GST Free
Introduction to Power Apps*		7			11		\$660
<b>Microsoft Power Automate</b>	Jul	Aug	Sept	Oct	Nov	Dec	GST Free
Power Automate – The Essentials*	10		9		5		\$540
<b>Microsoft Power BI</b>	Jul	Aug	Sept	Oct	Nov	Dec	GST Free
Power BI – The Essentials*	6-7	3-4	17-18	13-14	11-12	9-10	\$1360
Power BI – Performance Measures using DAX		18-19		29-30		7-8	\$1360
Power BI – Data Modelling with Power Query	31		9		10		\$770
<b>Microsoft PowerPoint</b>	Jul	Aug	Sept	Oct	Nov	Dec	GST Free
Microsoft PowerPoint – The Essentials*	20	20	21	21	23	15	\$450
<b>Microsoft Project</b>	Jul	Aug	Sept	Oct	Nov	Dec	GST Free
Project Introduction*	7	5	11	7	12	9	\$490
Project Intermediate*	8	6	14	8	13	10	\$540
Project Advanced*			16			16	\$540
Project for Schedulers – Fundamental*	☎	☎	☎	☎	☎	☎	POA
Project for Schedulers – Specialist	☎	☎	☎	☎	☎	☎	POA
<b>Microsoft SharePoint</b>	Jul	Aug	Sept	Oct	Nov	Dec	GST Free
SharePoint End Users*	14	13	15	14	16	11	\$540
SharePoint Site Owner*	29-30	27-28	22-23	27-28	25-26	17-18	\$1045
SharePoint Advanced – Lists & Libraries – ½ Day*	☎	☎	☎	☎	☎	☎	POA
SharePoint End Users – The Basics – ½ Day	☎	☎	☎	☎	☎	☎	POA
<b>Microsoft SQL</b>	Jul	Aug	Sept	Oct	Nov	Dec	GST Free
SQL Server Introduction			1	15	3		\$540
<b>Microsoft Teams</b>	Jul	Aug	Sept	Oct	Nov	Dec	GST Free
Microsoft Teams – The Essentials – ½ Day*	9	14	10	26	26	8	\$325
Teams – Interactive & Engaging Meetings – ½		14		26		8	\$325
Day Teams – Working with Files – ½ Day	☎	☎	☎	☎	☎	☎	POA
Teams Phone for the Modern Workplace – ½ Day	☎	☎	☎	☎	☎	☎	POA
<b>Microsoft Visio</b>	Jul	Aug	Sept	Oct	Nov	Dec	GST Free
Visio – The Essentials*	27	25	25	16	18	14	\$490
<b>Microsoft Word</b>	Jul	Aug	Sept	Oct	Nov	Dec	GST Free
Word Introduction*	22	11	17	6	6	2	\$450
Word Intermediate*	28	18	22	20	23	10	\$450
Word Advanced*		31		28		16	\$490
Word – Templates and Styles – ½ Day*	☎	☎	☎	☎	☎	☎	POA
Word – Working with Reports and Manuals*	☎	☎	☎	☎	☎	☎	POA

Dates are subject to change, please check our website for the latest training dates ☎ Call us for more information (08) 9218 9059

\*LIVE virtual class available

All our training includes a complimentary post course helpline



# Professional Development Training

Communication	Jul	Aug	Sept	Oct	Nov	Dec	+ GST
Communication Skills (with Extended DiSC®)*	3	13	23	15	11	4	\$795+
Conflict to Cooperation*	2		25		12		\$625+
Developing Self Confidence & Assertiveness*	10		3		19		\$625+
Effective Minute Taking - ½ Day*		12		8		17	\$450+
Introduction to Business Writing*	13		29		19		\$625+
Negotiation and Influencing Skills*		7		21		8	\$625+
Presentation Skills - for Impact and Persuasion		24			27		\$625+
Writing for Government - including Ministerials and Briefing Notes*	29		30		10		\$625+
Writing Reports and Business Cases*		19		30		16	\$625+
Developing a Business Case*	☎	☎	☎	☎	☎	☎	POA
Developing Effective Policies and Procedures	☎	☎	☎	☎	☎	☎	POA
Customer	Jul	Aug	Sept	Oct	Nov	Dec	+ GST
Customer Service Excellence*	7			16			\$625+
Dealing with Difficult Customers - ½ Day*	28				2		\$450+
Telephone Techniques - ½ Day*	28				2		\$450+
Create a Great Customer Experience - ½ Day	☎	☎	☎	☎	☎	☎	POA
Recruitment	Jul	Aug	Sept	Oct	Nov	Dec	+ GST
Job Application Skills - ½ Day*		17			17		\$450+
Job Interview Skills - ½ Day*		17			17		\$450+
Recruitment, Selection and Onboarding	14			7			\$625+
Leadership Program	Jul	Aug	Sept	Oct	Nov	Dec	+ GST
AI: Benefits, Risks & Ethics - ½ Day*	6		17		17		\$450+
AI Driven Culture - ½ Day*			7			7	\$450+
The Art of Emotionally Intelligent Leadership		27			9		\$625+
Brain Training for Better Workplace Outcomes		25			16		\$450+
Coaching for Performance - ½ Day*		31		12			\$450+
Creative Problem Solving - ½ Day*	20			26			\$450+
Critical Thinking in the Age of AI - ½ Day*	20			26			\$450+
Emotional Intelligence for Teams - ½ Day			15		6	1	\$450+
Leadership Essentials*	8-9	20-21	16-17	22-23	4-5	10-11	\$1145+
Leading Me, Leading Others (Extended DISC®)			14-15		23-24		\$1360+
Leadership in the Age of AI*		10		15		1	\$625+
Leading and Communicating Change*	15		10		25		\$625+
Leading Effective Meetings - ½ Day*		12		8		17	\$450+
Managing People and Performance*		5-6		1-2		2-3	\$1145+
Mastering Delegation*		31		12			\$450+
Supervisor Toolkit*	17	19	24	14	26	15	\$625+
Strategic Planning and Execution*				28			\$625+
Self-Awareness with PRINT® - ½ Day	☎	☎	☎	☎	☎	☎	POA
Team Effectiveness Workshop - ½ Day	☎	☎	☎	☎	☎	☎	POA
Leading with Integrity - ½ Day	☎	☎	☎	☎	☎	☎	POA
Leading Hybrid Work Teams - ½ Day*	☎	☎	☎	☎	☎	☎	POA
Managing Across Cultures	☎	☎	☎	☎	☎	☎	POA



# Professional Development Training

Leadership Program (continue)	Jul	Aug	Sept	Oct	Nov	Dec	+ GST
PRINT® to Enhance Team Effectiveness - ½ Day	☎	☎	☎	☎	☎	☎	POA
Self-Leadership - ½ Day	☎	☎	☎	☎	☎	☎	POA
Project	Jul	Aug	Sept	Oct	Nov	Dec	+ GST
Project Management	30-31		2-3		9-10		\$1145+
Continuous Process Improvement	22		4		18		\$625+
PRINCE2® Foundation			7-9		30-2		\$2520+
PRINCE2® Practitioner			10-11			3-4	\$2100+
PRINCE2® Foundation and Practitioner			7-11		30-4		\$4620+
PRINCE2® Agile Foundation	☎	☎	☎	☎	☎	☎	POA
PRINCE2® Agile Practitioner	☎	☎	☎	☎	☎	☎	POA
Stakeholder Engagement for Projects	☎	☎	☎	☎	☎	☎	POA
WHS	Jul	Aug	Sept	Oct	Nov	Dec	+ GST
Health and Safety Representatives Training	6-10	10-14	21-25	26-30	30-4		\$1100+
Health and Safety Representatives Refresher	16		1		4		\$625+
Leading WHS for Supervisors and Managers		24		7		8	\$625+
Psychological Safety @ Work - ½ Day	24			29			\$450+
Psychosocial Risk Management for Leaders	20-21		29-30		25-26		\$1090+
Statutory Supervisor Pre-Exam Preparation	29	17	11	1	11	15	\$640+
Statutory Supervisor Training	1-3	4-6	14-16	21-23	17-19	9-11	\$1145
Statutory Site Executive – Lead WHS Risk Management	28		10		10		\$935
Time/Productivity	Jul	Aug	Sept	Oct	Nov	Dec	+ GST
Boost Your Productivity – ½ Day*		11		6		3	\$450+
Mastering Delegation – ½ Day*		31		12			\$450+
Time Management Simplified*	16		1				\$625+
Wellness	Jul	Aug	Sept	Oct	Nov	Dec	+ GST
Develop Your Emotional Intelligence*	23		2				\$625+
Developing Self Confidence & Assertiveness*	10		3		19		\$625+
Emotional Intelligence for Teams			15		6	1	\$450+
Mental Health First Aid (MHFA)			1-2			9-10	\$1090+
Mindfulness @ Work – ½ Day	24			29			\$450+
Psychological Safety @ Work	24			29			\$450+
Resilience @ Work – ½ Day		26			3		\$450+
Avoid Burnout @ Work – ½ Day	☎	☎	☎	☎	☎	☎	POA
Change Fatigue @ Work	☎	☎	☎	☎	☎	☎	POA
Talking About Sexual Harassment	☎	☎	☎	☎	☎	☎	POA

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\*LIVE virtual class available + plus GST

## Training Contextualisation – Making Learning Relevant

Did you know that **ATI-Mirage can contextualise training for your organisation?** We tailor learning using your real scenarios, practical exercises, and workplace examples, making training relevant, engaging, and directly applicable to your team. **Call 08 9218 9059 or email hello@ati-mirage.com.au to discuss contextualised training for your organisation.**



# Tailored Solutions for Your Workplace

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.**

## Leadership Development for Today's Workplace

In a rapidly evolving work environment, organisations need confident, adaptable leaders at every level. **ATI-Mirage delivers practical leadership development programs** designed to build capability, strengthen decision-making, and support sustainable growth through applied, real-world learning.

Our specialist-led leadership pathways — **Graduate Program, Emerging Leaders, Effective Leaders, and Leaders of Leaders** — can be tailored to your organisation's context and goals. Each pathway builds capability progressively, equipping leaders to lead people, navigate change, and deliver meaningful results.



# Expert Consulting Services

## Professional Development Consulting

In today's fast-paced, hybrid work environment, professional growth and employee wellbeing are essential. ATI-Mirage provides professional development consulting across **change management, leadership development, team building, and employee engagement.** Using proven tools and evidence-based strategies, we help organisations and individuals build capability, navigate change, and achieve meaningful, sustainable outcomes. **Contact us to access profiles and diagnostics,** including: PRINT®, eDiSC® Communication, eDiSC® Leadership and more.

## IT Consulting, Digital Workplace & Software Enablement

As Western Australia's leading IT consulting provider, ATI-Mirage helps organisations maximise the value of their IT investment through expert guidance and tailored solutions. We streamline business processes, boost productivity, and enable smarter ways of working. Helping you unlock the full potential of your digital workplace.

### Software Rollouts, Training & User Adoption

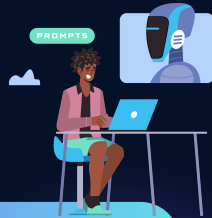
New software can be transformative, but without the right training and support, it can lead to frustration and lost productivity. ATI-Mirage specialises in **software rollout training, Microsoft 365 user adoption, and business software training,** ensuring your team feels confident from day one. Our experienced, Perth-based trainers deliver practical, hands-on learning to help teams adapt quickly, reduce downtime, and work more efficiently.

**Ready to invest in learning that makes a real impact? Contact ATI-Mirage today!**

EMPOWERING YOU IN THE AGE OF AI

# AI TRAINING WORKSHOPS

AT ATI-MIRAGE



## IT SKILLS

### COPILOT ESSENTIALS

Boost Productivity with AI



### COPILOT FOR EXCEL

Data Insights & Automation



### COPILOT FOR OUTLOOK & TEAMS

Manage Emails & Schedule



### COPILOT FOR WORD

Create & Refine Content



## CORE CAPABILITIES

### AI-DRIVEN CULTURE

Cultivate Innovation & Adaptability



### LEADERSHIP IN THE AGE OF AI

Lead & Navigate with Vision



### AI BENEFIT, RISKS & ETHICS

Responsible & Effective Use



### CRITICAL THINKING IN THE AGE OF AI

Analyse, Evaluate & Decide



**PREPARE FOR THE FUTURE,  
AND GAIN COMPETITIVE ADVANTAGE.**



**EXPERT  
TRAINERS**



**HANDS-ON  
LEARNING**



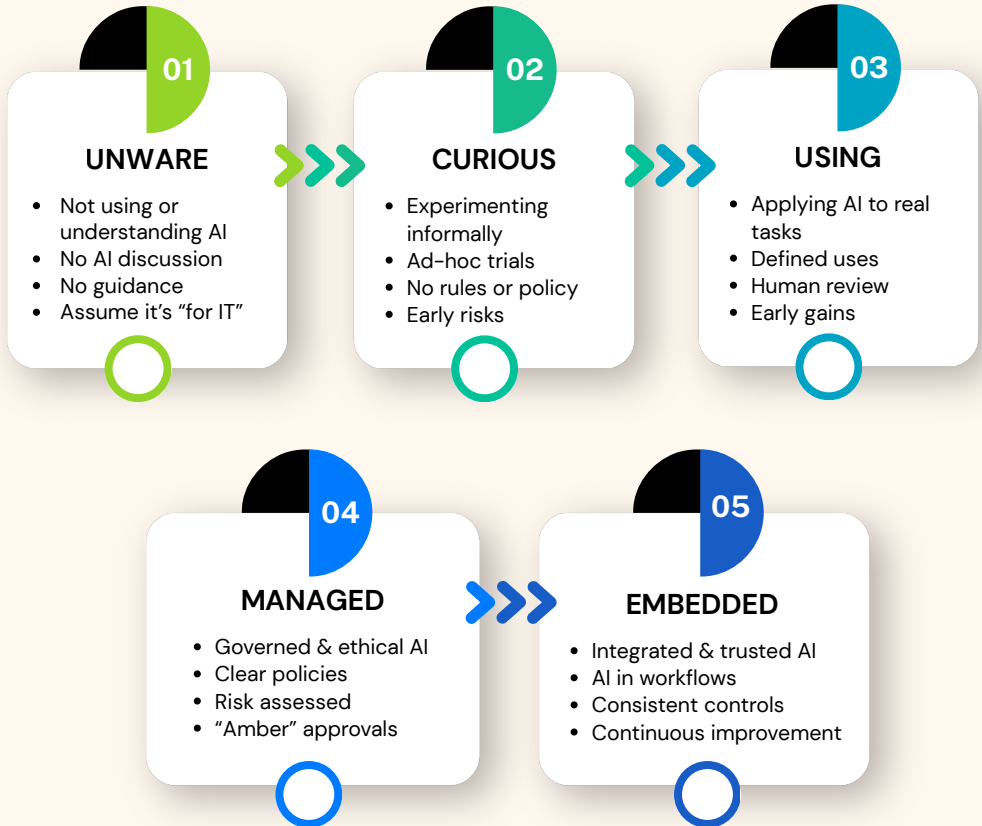
**INDUSTRY  
RELEVANT**

[www.ati-mirage.com.au](http://www.ati-mirage.com.au)

# AI Maturity Model: Where Are You on the Journey?

From Curiosity → Capability → Confidence → Control

Everyone starts their AI journey at a different point. This AI Maturity Model helps you identify where you are today and what meaningful progress looks like next. Simply mark your current stage. Wherever you sit, **ATI-Mirage is here to support you**, turning curiosity into capability, capability into confidence, and confidence into well-governed, embedded AI use.



ATI-Mirage delivers practical training across technology, AI, leadership, compliance, and more. We support individuals and teams to upskill, stay compliant and perform at their best.

Learn more at [www.ati-mirage.com.au](http://www.ati-mirage.com.au)

or scan the QR code.



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**ATI-MIRAGE**  
TRAINING & BUSINESS  
SOLUTIONS