

Short Courses in Sydney with MTA NSW

2010

Course Title	Fees	Location	Time	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
OH&S Consultation (4 days)	\$550 (GST Free)	MTA- Sydney	9:30am- 4:30pm	16, 17, 23, 24							1, 2, 8, 9			1, 2 8, 9
		Parramatta					11, 12 18, 19							
Testing and Tagging of Electrical Appliances (1 day)	\$260 (GST Inc)	Lidcombe	9:00am -4:00pm		17		19				15		17	
Customer Service (1/2 day)	\$185 (GST Inc)	MTA Sydney	9:30am- 1:00pm		23									
		Parramatta											21	
Leadership and Management workshop (1 day)	\$350 (GST Inc)	MTA Sydney	9:30am- 4:30pm					9					10	
		Parramatta		10										
Time Management & Delegation (1/2 day)	\$185 (GST Inc)	Parramatta	3:30pm – 7:00pm				5							
Vehicle Sales 2 day course	\$360 (GST Inc)	MTA Sydney	9:30am- 4:30pm		17 & 18									
		Parramatta							10 & 11					
Vehicle Sales Compliance (1/2 day)	\$185 (GST Inc)	MTA Sydney	9:30am – 1:00pm				12							
		Parramatta										19		
Closing the sale & handling objections (1/2 day)	\$185 (GST Inc)	MTA Sydney	9:30am – 1:00pm				19							
		Parramatta											13	
Termination & Performance management (1/2 day)	\$185 (GST Inc)	MTA Sydney	9:30am – 12:30pm			22								
		Parramatta	9:30am – 12:30pm			29								
Understanding Minimum Employment Entitlements (1/2 day)	\$185 (GST Inc)	MTA Sydney	9:30am – 12:30pm	TBA										
		Parramatta	9:30am – 12:30pm	25										
Dealing with the Tribunal and understanding legislation for automotive workshops (1/2 day)	\$185 (GST Inc)	MTA Sydney	3:30pm – 7:00pm		24									
		Parramatta	9:30am – 12:30pm							24				
LPG Level 1 – Service, Repair & Install (6 days)	\$1390(GST Free)	Sutherland	9:30am – 4:30pm	25, 26, 27 Feb 4, 5, 6 Mar			27, 28, 29 May 3, 4, 5 Jun			26, 27, 28 Aug 2, 3, 4 Sep			25, 26, 27 Nov 2, 3, 4 Dec	
Air Conditioning – Install, Service & Repair/Retrofit (2 days)	\$780 (GST Free)	Sutherland	9:30am – 4:30pm		26 & 27				25 & 26			29 & 30		

Also available with MTA NSW upon request:

Manual Handling (1/2 day)
OHS Induction (1/2 day)
Return to Work Coordinator
Computer Courses

Dates coming soon for:

Mentoring & Coaching Apprentices
Sales Managers Course

On-Site Training- Many of MTA NSW Short Courses can be delivered at your workplace, a small number of criteria apply for this. For further details please contact our Training Department on 02 9213 4222.

To register for a course or to find out more information

- visit <http://training.mtansw.com.au> or email training@mtansw.com.au or call 02 9213 4222