



Celebrating the Pacific, Shaping its Future

WORKFORCE DEVELOPMENT TRAINING UNIT

Pacific TAFE, Walu Bay

MARCH- SHORT COURSE TRAININGS

COURSE TITLE	DURATION	FEES	MODE	TIME	SUVA	NADI	LTKA	LBSA
Fundamentals of HRM	3 days	\$595.00	Day	8.30am-4.00pm	2-4 Mar			
Accounting for Payable	1 day	\$250.00	Day	8.30am-4.00pm	3 Mar			
Workplace Leadership	2 Evenings	\$250.00	Evening	6.00pm-9.00pm	4-5 Mar			
Management Fundamentals	2 days	\$395.00	Day	8.30am-4.00pm	5-6 Mar			
Public Speaking	2 days	\$395.00	Day	8.30am-4.00pm	5-6 Mar			
Coaching & Mentoring	1 day	\$250.00	Day	8.30am-4.00pm		6 Mar		
Social Media Marketing	2 days	\$495.00	Day	8.30am-4.00pm	9-10 Mar			
Developing Effective Investigation Skills	1 day	\$495.00	Day	8.30am-4.00pm	10 Mar			
Skills for Admin Assistants	1 day	\$250.00	Day	8.30am-4.00pm		10 Mar		27 Mar
Archiving & Records Management	1 day	\$250.00	Day	8.30am-4.00pm			10 Mar	
Business Leadership	3 days	\$595.00	Day	8.30am-4.00pm	11-13 Mar			
OHS Module I & II	3 days	\$250.00	Day	8.30am-4.00pm	11-13 Mar		16-18 Mar	
MS Excel Fundamentals	1 day	\$150.00	Day	8.30am-4.00pm	10 Mar			
Writing Standard Operating Procedures	1 day	\$250.00	Day	8.30am-4.00pm	13 Mar			
Finance for Non Finance - Advanced	1 day	\$395.00	Day	8.30am-4.00pm	14 Mar			
The Practical Trainer	3 days	\$595.00	Day	8.30am-4.00pm	16-18 Mar			
Leaders as Coach	2 days	\$2,450.00	Day	8.30am-4.00pm	16-18 Mar			
MS Excel Intermediate	2 days	\$200.00	Day	8.30am-4.00pm			16-17 Mar	
Technical Writing	1 day	\$250.00	Day	8.30am-4.00pm	17 Mar		27 Mar	
Administrative Office Procedures	1 day	\$250.00	Day	8.30am-4.00pm	18 Mar			
MS Excel Advanced	1 day	\$250.00	Day	8.30am-4.00pm		18-19 Mar		5-6 Mar
Project Management Advanced	1 day	\$250.00	Day	8.30am-4.00pm	19 Mar	12 Mar		
Emotional intelligence	1 day	\$250.00	Day	8.30am-4.00pm	20 Mar			
Inventory Management for Supply Chain	1 day	\$495.00	Day	8.30am-4.00pm	21 Mar			
Event Management for Secretaries	1 day	\$395.00	Day	8.30am-4.00pm	23-24 Mar			
Business Writing Skills - advanced	1 day	\$250.00	Day	8.30am-4.00pm	24 Mar			
Power BI	2 days	\$500.00	Day	8.30am-4.00pm	24-25 Mar			

OHS Module III & IV	2 days	\$250.00	Day	8.30am-4.00pm	19-20 Mar		26-27 Mar	
Customer Service Training	1 day	\$250.00	Day	8.30am-4.00pm	27 Mar	25 Mar		
Macro & Visual Basic with Excel	2 days	\$395.00	Day	8:30am-4:00pm	27-28 Mar			
PAYE & Fringe Benefit Tax	1 day	\$495.00	Day	8.30am-4.00pm	28 Mar			
Introduction to HTML & CSS Coding II	2 days	\$395.00	Day	8.30am-4.00pm	30-31 Mar			
Working at heights & Confined Spaces	1 day	\$250.00	Day	8.30am-4.00pm	31 Mar			

For further details, please contact Vishal
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