

Public Course Calendar 2010

During 2010 Beeken will be delivering this collection of seminars in various locations for dates in a location next to you please visit our web address at www.beeken.com.au.

Seminar Locations

Newcastle	Brisbane
Castle Hill	Melbourne
Orange	Adelaide
Coffs Harbour	Perth
Tamworth	Darwin

Web Based Learning Centre

Beeken understands that time is a valuable resource, our web based learning centre allows you to tap into excellent training programs without the time restraints of attending formal class room training sessions. Our interactive web based learning centre enables our student's flexibility and access to professional trainers and assessors in the comfort of their home or workplace. Our web based learning centre is fast becoming the future way of training.

To discover when we are delivering these programs in our interactive online learning centre please visit our web address at www.beeken.com.au

In House Professional Development Programs

For many of our clients it is a greater investment to have one of our professional trainers come to your site provide you with a program which has been customised to suit your real needs. The In house option will suit an organisation that has 8 or more individuals to do any topic area or full day seminars.

To discover more about the In House Option please contact our National Office on 1300 738 900 and speak with Judy our Managing Director.

Beeken Pty Ltd is delighted to offer our services to you and we look forward to being of service to you in the near future to assist you achieve your training and education goals.

Beeken Pty Ltd offers the following programs & services:

First Aid Training
Business Training
Frontline Management Training
Time Management Training
Customer Service Training
Professional Development Training
Workplace Traineeships
HR Solutions

We encourage you to visit our website to discover more about what we have to offer you.

Contact Beeken Pty Ltd
today on 1300 738 900



Equipping Empowering Encouraging

Individuals, Teams, Companies and Organisations
To reach their full potential
Adding Prosperity and Quality to our Nations Future



**Excellence in Training and
Education Solutions**

Essential Supervisory Skill Sets

Public and in house Courses Available

Phone 1300 738 900

Visit us on the web at
www.beeken.com.au

We offer accredited courses, short courses and workshops

Contact us today for a free non obligation training consultation

About Us:

Beeken is a national training consultancy company offering you excellence in service and results. We have become known for the way we meet the real needs of our clients through consultation and design producing an end result of increase performance and productivity. Beeken is able to offer nationally recognised training programs through the Australian Quality Training Framework as we are a registered training organisation or we can design and deliver customised training as part of your internal professional development pathways.

Why Beeken is different to other training providers:

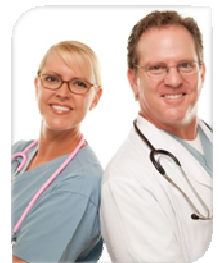
Beeken offers quality training and education solutions which provide flexible and customised solutions to meet the need of individual clients. Our Supervisory skill set training is behaviourally based and skill acquisition oriented equipping participants with specific skills essential for all supervisors. We use building blocks enabling you to have flexibility in:

- Program Content
- Program Timeframes
- Program budgets

We recognise that there are many factors which influence the type and style of training which an organisation must consider when planning internal training plans and staff development programs that is why Beeken offer various delivery methods to cater for your individual constraints. We offer you the following training options for our essential supervisory skill set training programs:

- Short 4 hour training sessions
- Full day training sessions
- Online training in our interactive online learning Centre
- In-house training for small, medium and large groups
- Public courses with a fixed timetable

**WE DO RECOMMEND THAT YOU MAKE AN
APPOINTMENT FOR A FREE NON OBLIGATION
TRAINING NEEDS CONSULTATION TODAY BY
Phoning 1300 738 900**



Essential Supervisory Skill Set Building Blocks

Below is a list of topic based training and education building blocks we offer as part of our essential supervisory skill sets:

- Developing team members self-esteem
- Essential communication skills for supervisors
- Coaching Skills for the supervisors
- The art of Delegation
- Motivating team members
- Improving the work habits of team
- Time Management
- Effective Discipline which grows teams
- Setting goals and monitoring performance
- Conflict management skills for the supervisor
- Recruitment and selection skills for supervisors
- Budgeting and reporting skills



These topic based training modules are designed to have the flexibility enabling us to work together to customise a training program which will ensure the outcomes your organisation needs. Each module can be delivered in part or in full depending on the skill set your team requires. Or you may want to mix and match various topics to make up one day seminars.

Call Beeken today on 1300 738 900 to talk with a consultant about your needs.

Certificate IV in Frontline Management

Beeken offers the Certificate IV in Frontline Manages under a co providing arrangement with Australian Institute of industry and training RTO number 1831. Individuals are able to enrol in the full course or in part of the course selecting the essential skills required for individual needs. For further information on the Certificate IV in Frontline management please visit our website at www.beeken.com.au.

**Discover for yourself why others are making Beeken
their preferred supplier!**

**Call us on 1300 738 900 for a free non obligation
consultation!**