



**TASMANIAN  
TRAINING  
CONSORTIUM**



## REGIONAL COURSES

### SEPTEMBER TO DECEMBER 2019

Our courses are designed for your professional development in the Tasmanian public sector. Learn the smart way, gain new knowledge and achieve results by attending a course held especially in your region.

Register at [www.ttc.tas.gov.au](http://www.ttc.tas.gov.au) or phone (03) 6232 7511 for more information.

### Launceston

- 9 - 10 Sep** New supervisor
- 11 Sep** Exceptional client service
- 17 Sep** Mental health and wellbeing - for managers
- 14 Oct** Email Ninja® how to get your inbox to zero everyday
- 29 Oct** Being bold: how women can improve their influence and opportunities in the public sector
- 14 Nov** Optimise your time
- 18 Nov** Working with challenging customers and situations
- 19 Nov** Information Management Foundations
- 12 Dec** Resilience and stress management

### Devonport

- 5 Sep** Advance your workplace communication skills
- 19 Sep** Minutes and agendas made easy
- 3 Oct** Speaking confidently to groups
- 15 Oct** Email Ninja® how to get your inbox to zero everyday
- 21 - 22 Oct** New supervisor
- 12 - 13 Nov** Investigation skills
- 14 Nov** Supporting difficult conversations
- 21 Nov** Writing clearly for government
- 12 Dec** Practical ethics for managers in the public sector

### What does it cost?

Courses are open to everyone but you can take advantage of our **member price** if your **employer** is a member organisation. Go to: [www.ttc.tas.gov.au/members](http://www.ttc.tas.gov.au/members) to check.