



**ATI-MIRAGE**  
TRAINING & BUSINESS  
SOLUTIONS



# Training Calendar

**January – June 2022**

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

*ATI-Mirage is 100% Western Australian owned and operated.  
Partnering with ATI-Mirage is buying local.*

*30 years of experience with more than 200,000 happy customers.*

*All our training is backed by our 100% quality guarantee.*

*We are open for business for virtual and in-person programs.*



## IT Training

	Jan	Feb	Mar	Apr	May	Jun	GST Free
<b>Microsoft Access</b>							
Access Introduction*		15		13	31		\$410
Access Intermediate*		16		14		8	\$410
Access Advanced*	24		10		19		\$450
<b>Adobe</b>							
Adobe Acrobat DC Essentials	21		22		25		\$450
Adobe Acrobat DC – Form Design and Integration		7		6		1	\$450
Adobe InDesign CC	27-28		15-16		19-20		\$890
<b>Articulate</b>							
Articulate Rise*		21		11		10	\$600
Articulate Storyline Advanced*	25		21		16		\$700
Articulate Storyline – The Essentials*	11-12	2-3	14-15	20-21	3-4	7-8	\$1250
<b>Microsoft Excel</b>							
Excel Introduction*	6, 18	4, 16	4, 23	7, 19	5	10, 21	\$410
Excel Intermediate*	7, 19	7, 17	8, 24	8, 20	6, 18	14, 22	\$410
Excel Advanced*	24-25	22-23	17-18	21-22	30-31	29-30	\$890
Excel Analysing Data using Power Query*		8		14		24	\$600
Excel Charts and Macros – ½ Day*		14		28		7	\$295
Excel Formulas and Functions*	18		11		3		\$450
Excel Organise Worksheet Data – ½ Day*		14		28		7	\$295
Excel Pivot Tables/Pivot Charts – ½ Day*	10		15		12		\$295
Excel VBA		1-2		20-21		9-10	\$970
<b>Microsoft Forms</b>							
Microsoft 365 Forms – The Essentials – ½ Day*	20		18		27		\$295
<b>Microsoft Lists</b>							
Lists for End Users		24	22		3	8	\$600
<b>Microsoft 365</b>							
Microsoft 365 for Business	10	25	10	14	17	9	\$450
<b>OneNote</b>							
OneNote Paperless Office*	17	21	11	26	26	21	\$450
<b>Other Courses</b>							
Introduction to Computers – ½ Day		11		22		16	\$280
Learn to Touch Type – ½ Day		11		22		16	\$280
<b>Microsoft Outlook</b>							
Outlook*	20		21		6		\$410
Tame Your Inbox – ½ Day	25	21	9	27	30	16	\$390+

All our IT training includes a complimentary post course helpline

\* Also available online as a live, facilitator-led virtual training course

	Jan	Feb	Mar	Apr	May	Jun	GST Free
<b>Microsoft Planner</b>							
Microsoft Planner, To Do and Teams Approval – ½ Day			22			21	\$295
<b>Microsoft Power Apps</b>							
Introduction to Power Apps*	18	10	1	5	12	7	\$600
<b>Microsoft Power Automate</b>							
Introduction to Power Automate (Flow) – ½ Day*		2	16	12	26	23	\$305
<b>Microsoft Power BI</b>							
Power BI (Business Intelligence) – The Essentials*	11-12	14-15	24-25	27-28	9-10	14-15	\$1250
Power BI – Creating Performance Measures using DAX		24-25	28-29	25-26	17-18	27-28	\$1250
Power BI – Data Modelling and Transformations		17	15	13	25	22	\$700
<b>Microsoft PowerPoint</b>							
Creating PowerPoints with Impact*	31		29		23		\$410
<b>Microsoft Project</b>							
Project Introduction*	12	8	8	12	13	14	\$450
Project Intermediate*	13	9	9	13	16	15	\$490
Project Advanced*		18		6		17	\$490
Project for Schedulers – Fundamental or Specialist	☎	☎	☎	☎	☎	☎	POA
<b>Microsoft SharePoint</b>							
SharePoint End Users*	6	17	16	22	10	24	\$490
SharePoint Site Owner	27-28		17-18	26-27	19-20	27-28	\$970
<b>Microsoft Sway</b>							
Microsoft Sway – The Essentials – ½ Day	19	18	25	26	24	24	\$295
<b>Microsoft Teams</b>							
Microsoft Teams – ½ Day*	20		18		27		\$295
<b>Microsoft Visio</b>							
Visio*	24	15	4	19	9	23	\$450
<b>Microsoft Word</b>							
Creating Forms in Word – ½ Day*	☎	☎	☎	☎	☎	☎	POA
Word Introduction*	13	9	2	14	4	1	\$410
Word Intermediate*	14	10	3	19	5	2	\$410
Word Advanced*		28		29		9	\$450
Word – Templates and Styles – ½ Day*		23		27		28	\$295
Word – Working with Reports and Manuals*		3		12		20	\$450
<b>Microsoft Yammer</b>							
Yammer – The Essentials – ½ Day		11		7		9	\$305

+ plus GST.

Dates are subject to change, please check our website for latest training dates.

# Training Calendar • January – June 2022



STEP 1: Select your course



STEP 2: Select a date



STEP 3: Book at [www.ati-mirage.com.au](http://www.ati-mirage.com.au)

## Professional Development Training

	Jan	Feb	Mar	Apr	May	Jun	+ GST
<b>Communication</b>							
Communication Skills (with Extended DiSC®)*	10	14	21	19	31	22	\$695+
Conflict to Cooperation*	24	24	29	28	25	17	\$550+
Developing Self Confidence and Assertiveness Skills*		1		20		27	\$550+
Develop Your Emotional Intelligence*	12	22	21	13	5	8	\$550+
How to Overcome Your Fear of Public Speaking			9			1	\$550+
Introduction to Business Writing – Fundamentals and principles to write more professionally*	19	28	31	29	16	9	\$550+
Leading Effective Meetings – ½ Day*		10		7		10	\$390+
Effective Minute Taking – ½ Day*		10		7		10	\$390+
Negotiation and Influencing Skills*	21	25	28	21	18	16	\$550+
Thinking and Speaking off the Cuff		23		6		10	\$550+
Writing for Government – Including Ministerials and Briefing Notes		8		6		15	\$550+
Writing Reports and Business Cases*		14		14		2	\$550+
<b>Customer</b>							
Create a Great Customer Experience – ½ Day		7		5		3	\$390+
Continuous Process Improvement	31		18		9		\$550+
Customer Service Excellence*	21	23	15	26	19	14	\$550+
Dealing with Difficult Customers – ½ Day*	25	17	14	8	10	17	\$390+
Telephone Techniques – ½ Day*		4		1		10	\$390+
<b>Job / Recruitment</b>							
Job Application and Interview Skills*	11	22	17	7	3	7	\$550+
Job Application Skills – ½ Day*	11	22	17	7	3	7	\$390+
Job Interview Skills – ½ Day*	11	22	17	7	3	7	\$390+
Recruitment, Selection and Onboarding	18		8		10		\$550+
<b>Leadership</b>							
Coaching for Performance – ½ Day*		25		28		27	\$390+
Creating a Great Workplace Culture – ½ Day	28		18		24		\$390+
Creative Problem Solving – ½ Day*		16		4		9	\$390+
Critical Thinking and Decision Making – ½ Day*		16		4		9	\$390+
Data Driven Culture – ½ Day		23		27		29	\$390+
Ignite! Leadership Program for Middle Managers*	17-18		15-16		26-27		\$990+
Leading and Communicating Change*	14		9		11		\$550+
Leading Effective Meetings – ½ Day*		10		7		10	\$390+
Leading Hybrid Work Teams – ½ Day*	28		18		24		\$390+
Leading Me, Leading Others (Extended DiSC®)		23-24		11-12		2-3	\$1195+
Managing People and Performance	31-1	8-9	17-18	11-12	16-17	29-30	\$990+
Mastering Delegation – ½ Day*		25		28		27	\$390+
Project Management	19-20	28-29			12-13		\$990+
Recruitment, Selection and Onboarding	18		8		10		\$550+
Strategic Planning and Execution		11		5		8	\$550+
Supervisor Toolkit*	27	25	24	21	12	21	\$550+
<b>Leadership Week</b>							
Quarterly Leadership Program			21-25			20-24	
<b>Project</b>							
Continuous Process Improvement	31		18		9		\$550+
PRINCE2® Foundation and Practitioner			21-25		16-20		\$3400+
PRINCE2® Foundation			21-23		16-18		\$1900+
PRINCE2® Practitioner			24-25		19-20		\$1500+
Project Management	19-20	28-29			12-13		\$990+
<b>Safety</b>							
Leading WHS for Supervisors and Managers		15		13		24	\$550+
Safety and Health Representatives		14-18	28-1		2-6	27-1	\$950
Safety and Health Representatives Refresher		14-15	28-29		2-3	27-28	\$490

## Time/Productivity

	Jan	Feb	Mar	Apr	May	Jun	+ GST
Boost Your Productivity – ½ Day*	25	21	9	27	30	16	\$390+
Continuous Process Improvement	31		18		9		\$550+
Mastering Delegation – ½ Day*		25		28		27	\$390+
Tame Your Inbox – ½ Day	25	21	9	27	30	16	\$390+
Time Management Simplified*	13	11	4	11	10	24	\$550+

## Wellbeing Training

	Jan	Feb	Mar	Apr	May	Jun	+ GST
Develop Your Emotional Intelligence*	12	22	21	13	5	8	\$550+
Developing Self Confidence and Assertiveness Skills*		1		20		27	\$550+
Manage Stress, Build Resilience*	20	18	10	14	17	22	\$550+
Mindfulness @ Work – ½ Day*	17	9	4	28	18	2	\$390+

## Ask us about

Along with our scheduled workshops, we can upskill your team (on our premises or yours, or in our virtual classroom) on any of the following courses which are available exclusively for group training.

Accountable and Ethical Decision Making	Stakeholder Engagement for Projects: Negotiating needs to action
Accountable and Ethical Decision Making Refresher	<b>Group BYTES – bite size short &amp; focussed learning</b>
Business Acumen	Communicating with Impact – success with key messaging
Cert. IV in Project Management Practice	Declutter and Organise Your Time, Tasks and Things (Work and Home)
Contract Management	Finish What You Start – 8 Ways to Tackle Procrastination
Developing a Business Case	How to Stress Less
Developing Effective Policies and Procedures	Team Effectiveness
Presentation Skills – for Impact and Persuasion	Working with Different Personality Styles
PRINCE2 Agile® Foundation	<b>Call us for a targeted program</b>
PRINCE2 Agile® Practitioner	Graduate Program
Professional Workplace Behaviours	Leadership Development
Stakeholder Engagement for Projects: Creating the right plan	Team Development
Stakeholder Engagement for Projects: Managing difficult behaviours to stay on track	

## Consulting Services

### Professional Development Consulting

ATI-Mirage are experts in providing Professional Development and Wellness strategy, training, and coaching solutions. In this ever-changing hybrid working environment, ATI-Mirage can help your organisation with change management, leadership development, organisation strategy and value, team building, employee engagement and more...

We have a range of profiling tools, techniques and frameworks to assist organisations, teams and individuals get results and thrive.

**Call us for profiles and diagnostics**, such as: Extended DiSC Communication, Extended DiSC Leadership, Remote Worker Assessment, Korn Ferry, LSI, Social & Emotional Intelligence, HDBM1 and more...

### IT Consulting Services

ATI-Mirage are the leaders in WA for delivering IT consulting solutions. The team at ATI-Mirage understand the need organisations have to capitalise on their IT investment, they will help you unlock its true potential. We offer our IT expertise to help you find solutions to streamline your business processes and improve how your organisation operates in today's digital workplace.

### 5 reasons to use ATI-Mirage

1. 100% Western Australian owned and operated
2. 30 years of experience training over 200,000 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 (and the best tech for virtual training)

+ plus GST.  
Dates are subject to change, please check our website for latest training dates.

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# Hybrid work teams

Hybrid work teams are here to stay so here are some tips to help you maximise this opportunity.

## 5 Things we know about hybrid work teams

1. People prefer choice. The majority of people surveyed at our Hybrid Workplace of the Future Summit preferred a combination of working from home and from their office.
2. Remote work can be positive, and it is not for everyone.
3. Relationships matter.
4. People need the tech tools and resources to equally contribute from anywhere.
5. It's time to work differently and to lead differently.

## Tips

- Set agreed working ground rules and team rituals.
- Maximise collaboration. Utilise asynchronous collaboration – the exchange of ideas/knowledge and interaction among people as schedules permit rather than connecting both the sender and receiver in real time. Asynchronous collaboration can lead to deep and focused work due to the gaps between communication. Set agreed working ground rules and team rituals.
- Know your strength and development areas for remote work based on your natural work style. ATI-Mirage's Remote Worker Assessment can assist with this.
- Refine communication skills including camera skills to keep people engaged in virtual meetings.
- Make goals and progress 100% visible with Microsoft Teams and Planner:
  1. Open Teams and navigate to the Teams channel that you would like to add Planner to
  2. Click the + add a tab button and select Tasks by Planner and To Do
  3. Select the option to create a new plan, give your plan a name and start assigning tasks.
- Use Outlook to forward emails to any Microsoft Teams channel. To do this, look for the ellipsis (three dots) next to the channel name and click on Get email address. Once an email is part of a channel, anyone can reply to it to start a conversation.
- Use the Microsoft Viva Insights app in Microsoft Teams – this provides personalised recommendations that help you do your best work. Get insights for building better work habits. There are great wellbeing resources like guided meditations from Headspace, breathing breaks and quick reflection checks. To add Microsoft Viva Insights:
  1. Open Microsoft Teams on the web or in a desktop app.
  2. At the bottom of the Microsoft Teams app bar (on the left), select Apps.
  3. In the search field under Apps, type Microsoft Viva Insights.
  4. Select Insights app, then select Add.

