



Give the gift of knowledge, from generation to generation!

Drawing by Kieron Pratt, artist and innovative creator of animation.

Fun Fact for December...

The Image of Santa Clause.

The **image of Santa Claus flying his sleigh** began in 1819 and was created by Washington Irving, the same author who dreamt up the Headless Horseman.

Traineeships - on the job training for New and Existing workers

With over 20 Nationally Recognised Qualifications you can earn while you Learn, and your employer can receive incentives of \$4000 for eligible staff.

Help your team expand their skills! Existing workers can now be funded to undertake a Certificate III & IV in Business Administration, Certificate IV or Diploma in Leadership and Management for as little as \$350 - \$1550 [Read more!](#)

E-learning

If you are looking to advance or even change your career but are time poor, then keep reading for more information on E-Learning. This is an investment in yourself of only \$995.00.

We may not be the leaders of online learning, but we are the leaders in supporting our online learners.

make it purposeful

You hear a lot about finding your purpose in life, have you thought about finding your passion then allowing your purpose to come through naturally?

When we are passionate about something we want to do and then have belief in this passion, it can manifest into our purpose. We then go forward with conviction and our purpose becomes clear. [Read more!](#)

Professional Development

With more than [40 Short courses](#) filling skills gaps is as easy as 1,2,3!

Professional development has a positive impact on both the employer and employee. Productivity and confidence increases when skills gaps are filled.

[Page #2](#)

Diploma of Leadership and Management Developing young leaders

Diploma of Leadership and Management Program starts in February 2018. This could cost as little as \$500.00, that's a **saving of \$4000** with an opportunity to access employer incentives for eligible participants.



Accredited Training Courses

Online courses funded by the ACT Government

*Certificate II in Business

*Certificate IV in Business

*Certificate II in Information Digital Media and Technology

*Certificate III in Information Digital Media and Technology

*Certificate IV in IT Support

Cost between \$200 - \$500

**No fees... with a valid Health care card*

*Skilled Capital is an ACT Government Training Initiative, funded by the ACT and Australian Governments, Eligibility criteria applies for fee exemption

Contact us for more information

Certificate IV in Leadership and Management

Starts 1st February – 19th April 2018

9.00am – 2.00pm

Diploma of Leadership and Management

Starts 29th January – 30th April 2018

5.30pm – 9.00pm

Develop your leadership skills in class or have your current skills validated through our RPL

*Certificate IV in Business

Starts 30th January– 17th April 2018

9.00am – 2.00pm

Certificate IV in Project Management Practices

Evening course – 1st February – 19th April 2018

Certificate IV in Work Health and Safety
8.00am – 11.00am (Morning session)

Starts 2nd February 2018- 20th April 2018

6pm -9pm (Evening Session)

Starts 31st January 2018 - 18th April 2018

*Skilled Capital is an ACT Government Training Initiative, funded by the ACT and Australian Governments,

www.mantratrainig.edu.au

Ph: 02 6230 9439

Short Courses December/January!

Excel 2010 - Intermediate - (\$275)

Tuesday 23rd January
9am – 4.00pm

Excel 2010 – Advanced - (\$375)

Wednesday 31st January
9am – 4.00pm

First Aid – (\$155) HLTAID003

Saturday 3rd February

Saturday 17th February

Effective Time Management - (\$375)

Monday 5th February

9- 12.00 pm

Leadership and Influence - \$375.00

Monday 5th February

9.00am -4.00pm

Face Book Live – (\$55)

Saturday 3rd February (10am -1pm)

Saturday 17th February (10am -1pm)

Contact us for more course dates for 2018



Learning really is about creating a sexy healthy brain...

A stimulated brain can be powerful and sexy. When you are learning something new you are stimulating your brain and creating good chemicals, you know those feel good chemicals we crave more of. Mental stimulation can give you clarity and a more optimistic outlook, it can also create many different emotions depending on what the stimulation is. I know myself when I am stimulated through learning and development it can also feel good that it creates a great sense of achievement when we succeed in what we are learning.

This can create many different chemical reactions in your body and can send the brain into a bit of a spin. Imagine learning something you have always wanted to like, ballroom dancing, Karate, speed reading or parachuting. You can fluctuate between excitement and fear, but you still want to do it anyway. I remember the first time I was about to tandem parachute I wanted to be sick but really wanted to do it. I had that fear of the unknown and the excitement of doing something new.

[Read more](#)

SHORT COURSES

Microsoft Word

Microsoft Excel

Microsoft Outlook

Microsoft PowerPoint

Human Resources Management

Effective Conflict Resolution

Effective Time Management

Team Building & Teamwork

Communication Strategies

Motivate Your Employees

Creative Problem Solving

The Effective Supervisor

The Inspiring Presenter

Leadership & Influence

Administrative Support

Team Proposal Writing

Coaching & Mentoring

Personal Productivity

Workshop Facilitator

Workplace Diversity

Sales Fundamentals

Anger Management

Business Etiquette

Customer Service

Managing Change

Proposal Writing

Business Writing

Managing Stress

Public Speaking

Goal Setting



Traineeships

Learn while you Earn.....

We are so very pleased to have graduated many of our Australian School Based Apprentices and Trainees in late 2017. They all worked hard and stayed focused on their year 12 and completing their qualification under an Australian Apprenticeships

It is great to see that 85% of students have now been employed and some students will

go on to further study this year.

Some of the benefits to Traineeships in the workplace;

- ➔ \$4,000 - \$14,000 in Government incentives
- ➔ Full on the job training.
- ➔ Support from both Employer and RTO.
- ➔ Trainees learn while they earn.
- ➔ Commitment from trainees for the duration of the traineeship and beyond
- ➔ Flexible learning environment with self-paced activities
- ➔ Customised learning program to suit the workplace
- ➔ FREE short courses Over 30+ courses in communication, time management, stress management and many more.
- ➔ Nationally recognised qualification.
- ➔ One off tuition fee

These and many more benefits with

traineeships in the workplace, it's a win win situation for all involved.

Australian Apprenticeships are supporting small businesses in Australia, if you would like to find out more please contact our friendly staff for an appointment and a consultant will come to you and ensure they understand your training needs.

NOTE: incentives depend on eligibility of candidate and this varies from person to person.

Mantra Training & Development can help your business grow in and beyond!

TRAINEESHIPS ARE NOW AVAILABLE

If you are thinking about taking on administration staff in 2017 then speak to our friendly team to find out how your organisation can benefit from Employer Incentives and on the job training.

CLICK HERE FOR MORE INFORMATION

<http://www.mantratrain.com.au/traineeship.php>

If technology is moving faster than you are, it's time to upskill!

Certificate II and III in Information Digital Media and Technology!

by Donna Moulds

Does technology excite you?

Do you wonder how you will ever keep up to date with the changes?

Do you have to change careers and don't know where to start?

This is the year to change and here is the opportunity to take control and understand how technology can help you. Technology can increase your confidence and in less than a month you will be creating documents surfing the web and sending emails with confidence. You will navigate a computer with and be able to communicate with ease via technology.

This course can be the key to boosting your knowledge and ability to navigate many devices. This course will give you employability skills and foundation skills to get back into the workplace or start a new career and the self-confidence to tackle technology head on.

Technology is only scary until you take the leap with our supportive trainers and this program has been getting great results for over 10 years.

Funding available for

Cert II, III in IDMT & Cert IV in Support

Some of the basic skills are:

- Using a computer confidently
- Using a word processing application
- Searching the internet effectively
- Emails, scheduling appointments
- Work Health and Safety, sustainability

Mantra Training & Development can access funding for eligible who are looking to:

- Re-skill after injury
- Re-enter the workplace after a long gap.
- Get off the tools and enter the office environment
- Changing careers
- Developing Confidence
- Build on your existing skillset

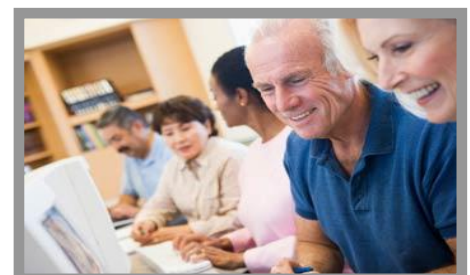
To see if you are eligible please contact our office and we can assist you to be assessed for eligibility and enroll for our first course starting in February 2018.

The course runs at various time with mentoring session to assist you to develop a plan for further training or assist you with employment opportunities.

- Face to Face
- Online
- Flexible learning

Places are limited so for more information contact us on 02 62309439 or click below to book your place.

[Click on the link to Contact Us](#)





PROFESSIONAL DEVELOPMENT

Did you know?

Professional development has a positive impact on both the employer and employee. Productivity and confidence increases when skills gaps are filled.

[Read more](#) about short courses that can help develop your team.

FAST FACTS

85%

Of students that study with Mantra Training & Development stay employed after the completion of their traineeships.

60%

Of students that complete a basic computer course go onto further study or employment.

Find courses

- Leadership and Influence
- Administrative support
- Time Management
- Manage Change
- Stress Management
- Public Speaking
- Sales Fundamentals

FOR MORE INFORMATION

Mantra Training & Development is located in a tranquil setting in Federation Square Nicholls with programs that support your needs as an individual to reach your full potential:

<http://www.mantratrainning.com.au/courseel.php>



The flexibility to study anywhere at any time, can be the key to your positive learning journey!

E-learning or Face to Face

Flexible learning options make learning about you.

Online study gives you the flexibility to achieve your goals at your own pace. With online course delivery, your commitments don't have to get in the way – it's easy to work study into your busy schedule.

You can choose your course length – whether the full term of your course or completing it in up to half the time. No matter your approach, our dedicated support team will be available to assist you.

Certificate II in Information, Digital Media and Technology ICT20115

Certificate III in Information, Digital Media and Technology ICT30115

Certificate II in Business BSB20115

Certificate III in Business BSB30115 & Certificate IV in Business BSB40215

Certificate III in Financial Services, Certificate IV in Bookkeeping FNS40215

Certificate IV in Project Management Practices BSB41515

Certificate IV in Work Health and Safety BSB41415

Diploma of Leadership and Management BSB51915

Here are a few reasons you may like to learn online:

- You are self-motivated.
- You would like to validate skills and knowledge.
- You like the flexibility of online learning
- You are time poor and have other commitments
- You want a cost effective way to learn
- You want the convenience of being able to log on anywhere any time



To get started follow these three easy steps:

1. Decide on the qualification of your choice.
2. Visit our [E-Learning Webpage](#)
3. Get started!

Ensure you keep your log on details in a safe place and accessible for easy access.

Make a commitment to log on and have a timeframe for completion to ensure you stay focused.

Our friendly team is always here to support you in your learning journey.



Recommended reading

by Donna Moulds

Expand your library and get started with some of these, I have put together a short list of books that have inspired me this year.

1. Option B – Sheryl Sandberg/Adam Grant

I could not put this down so to speak as I listened intently to the lessons in resilience and then to come to a place of joy after such adversity was thrust upon Sheryl. Adams lessons were nothing short of inspirational.

2. The Book of Joy – Dalai Lama & Desmond Tutu

What an opportunity to spend a few days with greatness and hear their amazing insight on Joy it's great read with very warming and heartfelt advice.

3. Braving the Wilderness – Brene Brown

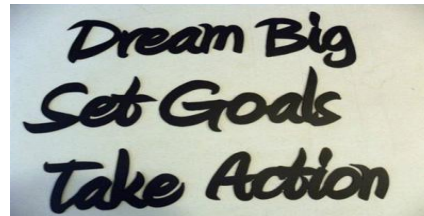
A timely and important new book that challenges everything we think we know about cultivating true belonging in our communities, organizations, and culture...!

Tips to help you enter the workforce and achieve balance

Returning to the workforce after having children can be exciting, scary and sometimes overwhelming almost to the point where it's a bit too much.

How will I get everything done? How will I be able to keep up? especially when kids get sick or your partner/Husband/wife gets sick and your carrying the load for a while?

These are all valid questions and thoughts that go through our mind when we transition. As a Mum of grown kids now I remember all too well what it was like to start a new job and have more responsibility that I already had.



Here are five tips to staying sane and going back to work:

1. Before you return to work sit down and plan with all the people involved in the transition. Family can sometimes assist, friends can provide support.
2. Know what you can handle and stick to the plan. Part time, Full time what is best in the long term and can you start slow and ease into full time work.
3. Write lists, and tick them off. Shopping and dishes and meals are all part of the necessity of day to day life so plan them with lists. The start of the week is helpful to plan meals and appointments.
4. Establish how family friendly your workplace is going to be. This can make all the difference
5. Be realistic about what you can get done and what you would like to get done. A good night's sleep can ensure a productive day so if you haven't slept well this can have a negative impact.

Dual Qualification

Certificate IV in Leadership and Management or Business or Work Health & Safety & Diploma of Leadership and Management

Mantra Training & Development are so excited to offer the new Dual Qualification comprising both the Certificate IV in Leadership and Management and the Diploma in leadership and Management. This Leadership program develops skills and Personal Effectiveness program will be for young people who want to develop their career opportunities in any industry.

Are you required to:

- Develop and provide direction
- Coaching of other team members.
- Take the lead in implementing new solutions
- Resolving complex problems.
- Provide high level of service in managing issues to resolution

A tailored program has been designed to assist young inspired people to meet organisation, team and individual needs with a focus on continuous improvement. The program will assist in the professional and personal development of younger management to achieve high

performance requirements and develop leadership capabilities as outlined in the Generic Performance plan for Leadership Competency Model

Aim

The aim of the program is to develop leadership skills and enhance individual and team performance. The program is focused on developing your individual capabilities and personal effectiveness in the areas of:

- Leadership capabilities
- Emotional Intelligence
- Individual and team effectiveness and communication
- Effective meetings and planning
- Decision making and problem solving
- Innovation and exceeding client needs and organisational needs

Benefits

The outcome and benefits of the program include:

- Improved responsibility, supervision and accountability
- Increased productivity and effective meetings to communicate ideas
- Greater focus and understanding of organisational and customer requirements
- Enhanced awareness and strategies to identify and resolve emerging problems in order to achieve better outcomes
- Access tools and resources for continuous improvement
- Greater clarity and a forward thinking approach

For more information view our Dual Qualification PDF at <http://www.mantratrainng.com.au/zpromo/xdualqual.pdf>



PARENTS RETURNING TO WORK

JOBS AVAILABLE IN THE ACT

The balancing act

We know how hard it can be to transition back into the workforce after a long break. After 4 children I was in the same boat, learn how to balance the transition with our return to work program for parents, let us help you plan to balance it all.

Did you know?

Returning to work can be a relatively smooth transition if you plan and know what you can manage. Decide how many hours you can work, what role would be best to start with, what training do you need to ensure you have the skills, such as computer training, time management. [Read more](#) about short courses that can help.

874

The number of Project Manager Jobs in the Canberra Region advertised on Seek on 25th November 2017. Do you want to get in the race Our Next Certificate IV in Project Management Practice starts 1st February 2018?

105

The number of job advertised for WHS in the Canberra Region on Seek on 24th November 2017. Certificate IV in Work Health and Safety Starts in February 2018, Morning program and an evening program for busy people.



Growth starts with the planting of a seed and the opening of a book

People ready to work

Have you ever wanted to recruit someone that you can have part time or full time and have them trained on the job without it taking up all your time or losing them 1-2 days a week?

Whilst we are not a recruitment company and we do not profess to do the job they of a recruitment company, we often have students who have completed their Certificate II business studies and are work ready and eager to put their new learned skills to work.

We currently have new Candidates that are eligible for Traineeships in various qualifications

Candidates in Business that may be eligible for a traineeship and attracts Employer Incentives

We can help you find the candidates in the Cert III in Information Digital Media and Technology and in Certificate IV IT Support

Your organisation may also attract Employer Incentives of \$4000 (eligibility criteria applies).

6 Reasons to choose a traineeship

1. Full on the job training
2. Structured training plan
3. Flexible delivery
4. Qualified Trainers/Assessors
5. Nationally recognised Training
6. Customised program to suit the workplace

A Word from our CEO this month

Ok Tradies, if you want to get off the tools now is the time to invest in yourself to become a Project Manager in your field. It's time to invest in your education in a supportive training environment. We are here to help you gain the skills and knowledge you need to start your new career and give your body a break.

We see the results of years on the tools and let's face it, your back is screaming for a break and so are your knees. Now we are not saying you're not capable what we are doing is providing other options. You know you are skilled and we know you need to pass those skills on to the next generation. Certificate IV in Project Management Practices or Diploma in Leadership and Management is your ticket. We can show you how to get a rebate of your fees up to 50%, ask us how.

This year has also seen a spike in clients becoming qualified Trainers and Assessors and going out into industry in a consultancy role after redundancies or simply changing careers after long periods of time on the tool. This is one of the most exciting transitions we see as we have some very skilled people in various industries who can now transfer their skills to the next generation.

We are so excited to have some new qualifications to add to our options for clients. Certificate IV in Work Health and Safety, the new Certificate IV in Training & Assessment and Certificate II in Hospitality. Keep an eye out for when we can offer these to our clients, not long now.

Take the time this month to read our blog on Creating a Sexy Brain and you will see the importance of developing people in your organisation through professional development. We are currently revamping our schedule for 2018.

From the Desk of the CEO

Donna