



What's on offer at Training GTNT

Intermediate Excel Training - accredited

Duration: 2 half days

Time: 12.30pm to 4.00pm

Date: 29th and 30th September 2009

Or 26th & 27 October 2009

Intermediate Excel 2007 , BSBITU304 – Produce Spreadsheets

\$230 per person

Corporate Room
Training GTNT
38 Woods Street
Darwin

Designed for:

Beginners and existing users, in this course participants will learn and gain hands on experience using the basic functions of excel including adding work sheets, inputting data, using formulas and graphs. This course will also extend the knowledge of existing users by learning about more advanced features including freezing panels, protecting spreadsheets, working with more complex formulas, working between two worksheets and using paste special. You will also learn some handy tips and shortcuts features.

“Putting Training on the Map”

\$220 per person

Group Booking
also available

Freedom Room
Training GTNT
38 Woods Street
Darwin

For more information
or bookings please
contact us on
8941 2112 or
reception@gtnt.com.au

Apprentice Supervisor Training

Duration: 3.5 hrs

Time: 8.30am to 12pm

Date: 1st October 2009

Or 28th October 2009

This training is designed to give guidance to new or existing supervisors who are supervising apprentices and/or trainees

Course Content:

- Understanding the various parties involved in the Apprentices program and what their responsibilities are
- Basic VET terminology
- How to match job / learning activities with competency requirements and training plans
- Why and how to induct an Apprentice
- The technique for teaching tasks effectively
- The importance of giving feedback

Also available is Certificate II, III, IV in Business. For all your room hire needs please refer to our website.

Current Host Employers of GTNT will receive a 10% discount on all training bookings.

If your organisation would like to have specific courses designed to suit the needs of your organisation or have the above training delivered as a group booking at your venue please contact **Amanda Wells on 0417 800 690.**