

Free online courses



TRAINING

Local Government
Leadership and Learning

VLGA TRAINING is pleased to announce two online training opportunities that are free to VLGA members during the dates indicated



How to Manage Priorities

..... Family Work Decisions Reports A social life Community Holidays Studies Finances Future Children

- Do you often feel overwhelmed by competing priorities?
- Equip yourself with valuable tools that can help you take control of your work schedule, and better prioritise your work tasks.

This course will enable you to take a close look at how you manage your time and implement strategies to improve your efficiency.

Go to: www.vlga.org.au Explore our training options then go to the Browse menu and you will find this course under Self Development
VLGA members can enrol for free in this course from 1 to 28 February 2010



Fair Work Act 2009

With the Fair Work Act 2009 being introduced into workplaces, Australia is about to experience its second major overhaul of the industrial relations landscape in four years. The Act was fully implemented on 1 January 2010.

This course is designed to introduce participants to the Fair Work Act and its key features. It aims to help participants not only understand the Fair Work legislation but also enable them to tackle the challenge of its practical implementation.

Go to: www.vlga.org.au Explore our training options then go to the Browse menu where you will find this course listed
VLGA members can enrol for free in this course now until 31 March 2010

Enquiries to training@vlga.org.au or 1300 797 713