



***You Can Have It All* – achievement and an overwhelming sense of fulfilment – by making a conscious commitment to work differently!**

Specialising in empowering people to **consciously** and **purposefully** take control of their work, the team at Priority Management have been working with local companies for over 25 years to improve their businesses through our range of courses. Throughout **Australia** we offer a wide range of public and in-house courses from our training suite, these include:-

**Time Management & Productivity**

- Working Sm@rt with Microsoft Outlook
- Working Sm@rt with Lotus Notes
- Working Sm@rt in Meetings
- Microsoft Excel – Basic, Intermediate & Advanced
- Microsoft Word – Basic, Intermediate & Advanced

**Project Management**

- Project Management Breakthroughs
- Fundamentals of Microsoft Project
- Working Sm@rt with Microsoft Project
- Certificate IV in Project Management
- Diploma in Project Management

"Better time management, more effective with efficiency improvements."

Jennifer Underwood, Community Services Manager – Singleton Council

"Although I thought I knew a lot about Outlook, I was surprised at how much value I got from this course. I have changed my work habits for the better..."

Caroline Mason, Lead Project Administrator - BHP Billiton Nickel West

"I am currently very paper based, moving to electronic based, will save time, paper and free up my desk. "

Helen Green, Newcastle Financial Advice Team - Westpac

"Great program – will be very beneficial..."

Lauren O'Toole, Human Resources Manager - OneSteel

"Better time management for myself and my team. "

Ross Alstom, Project Engineer – Port Waratah Coal Services

**FOR FURTHER INFORMATION OR TO ENROL**

contact **Derek van Braam** on (02) 4023 5248 or 0401 322 874

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We Believe That **Unlimited Potential** Comes Through Change!