



April – May Courses

Project Management Tools and Techniques Workshops

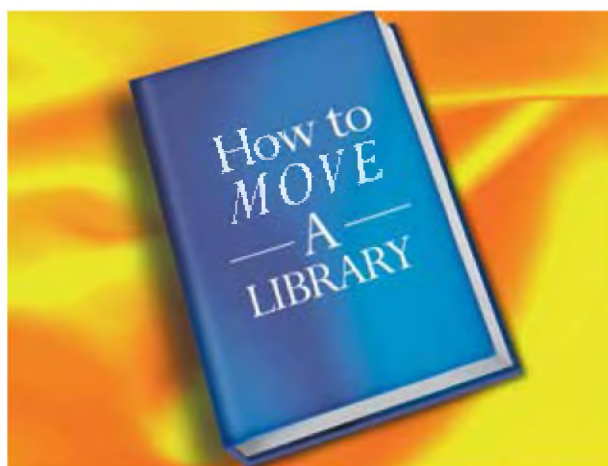
This one day workshop covers the basic tools and techniques for project management. Delivered in plain English and applied to the projects and events managed in a library setting.

PD category: Informal Learning

PD points: 7

Dates: 17 April – Syd, 18 April – Canb (For other locations and dates planned for 2012 please check ALIA Training web page.)

Registrations Close: 2 weeks prior to course date



At Chess Moving, we have the industry expertise and specialist equipment to make your next library move fast, simple, secure, and 100% reliable.

- Fully enclosed trolleys safeguard against loss
- Fixed height shelving prevents damage to books
- Rapid access contents during transport if required
- Efficient relocation and reinstallation
- Sequentially numbered trolleys preserve your library numbering system
- Purpose built plastic waterproof crates that offer complete security for books, files etc.

Chess Moving also specialises in relocating your office and corporate executive, and in providing short and long term storage.

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Managing Challenging Clients

Learn how to understand and deal with clients who are suffering from problems related to mental illness, disability or substance abuse. Includes causes, definitions and symptoms, behavior management and self management.

PD category: Informal Learning

PD points: 7

Dates: 16 April – Syd (For other locations and dates planned for 2012 please check ALIA Training web page.)

Registrations Close: 2 weeks prior to course date

Cataloguing Basics – Online Course

A full TAFE unit (*Undertake Cataloguing Activities*) condensed into six weeks and undertaken online. Perfect as a refresher or for those with limited cataloguing experience. Includes an update on RDA. In partnership with TAFESA.

PD category: Tertiary Courses

PD points: 30

Dates: 23 April to 1 June

Registrations Close: 10 April

Fundamentals of Supervision Workshops

An introduction or refresher to the essential skills of staff supervision.

PD category: Informal Learning

PD points: 7

Dates: 7 May – Canberra (For other locations and dates planned for 2012 please check ALIA Training web page.)

Registrations Close: 2 weeks prior to course date

Connect, Discover, Be Inspired! Reference and Information Service in the 21st Century – Online Course

How has the online environment change the reference process? How do reference and information staff maintain their relevance? A full TAFE unit condensed into six weeks and undertaken online. Presented in partnership with TAFENSW.

PD category: Tertiary Courses

PD points: 30

Dates: 7 May to 22 June

Registrations Close: 20 April

For all course details and to register visit
www.alia.org.au/training