



2019 February to June Face to Face Training Calendar – Melbourne, Brisbane and Sydney

Melbourne:

5th February – Fundamentals of Credit Toolbox (Half Day Program)

6th February – Assess credit applications (C,4) – (Full Day Program)

7th February – Manage trust accounts (D,E) – Full Day Program

12th February – Understanding Bankruptcy Workshop (Half Day Program)

19th February – Collect with Confidence Toolbox (Half Day Program)

5th March – Understanding Credit Risk Toolbox (Half Day Program)

6th & 7th March – Understanding Legal Compliance (C,4,D) – (2 Day Program)

8th March – Collection Telephone Skills (C,4) – (1 Day Program)

9th April – Introduction to Corporate Insolvency Workshop (Half Day Program)

10th April – Developing Policies and Procedures (C,D) – (1 Day Program)

11th April – Manage and Recover Bad and Doubtful Debts (C,4) – (1 Day Program)

16th April – Fundamentals of Credit Toolbox (Half Day Program)

7th May – Collect with Confidence Toolbox (Half Day Program)

21st May – Understanding Credit Risk Toolbox (Half Day Program)

22nd & 23rd May – Manage Factoring and Invoice Discounting Arrangements (E,D) – (2 Day Program)

24th May – Managing Hardship (Half Day Program)

4th June – Understanding Bankruptcy Workshop (Half Day Program)

19th June – How to Manage People Performance (E,D) – (1 Day Program)

20th June – How to Respond to Corporate Insolvency Situations (C,D) – (1 Day Program)

Brisbane:

5th February – Fundamentals of Credit Toolbox (Half Day Program)

12th February – Understanding Bankruptcy Workshop (Half Day Program)

13th February – Establish and Maintain Security (C,4) – (1 Day Program)

14th February – Develop and monitor policy and procedures (C,D) – (1 Day Program)

15th February – Manage and recover bad and doubtful debts (C,4) – 1 day Program

19th February – Collect with Confidence Toolbox (Half Day Program)

5th March – Understanding Credit Risk Toolbox (Half Day Program)

13th & 14th March – Understanding Legal Compliance (C,4,D) – (2 Day Program)

15th March – Collection Telephone Skills (C,4) – (1 Day Program)

9th April – Introduction to Corporate Insolvency Workshop (Half Day Program)

16th April – Fundamentals of Credit Toolbox (Half Day Program)

7th May – Collect with Confidence Toolbox (Half Day Program)

8th & 9th May – Manage Factoring and Invoice Discounting Arrangements (E,D) – (2 Day Program)

10th May – Managing Hardship (Half Day Program)

21st May – Understanding Credit Risk Toolbox (Half Day Program)

4th June – Understanding Bankruptcy Workshop (Half Day Program)

12th June – How to Manage People Performance (E,D) – (1 Day Program)

13th June – How to Respond to Corporate Insolvency Situations (C,D) – (1 Day Program)

Sydney:

5th February – Fundamentals of Credit Toolbox (Half Day Program)

12th February – Understanding Bankruptcy Workshop (Half Day Program)

19th February – Collect with Confidence Toolbox (Half Day Program)

20th February – Establish and Maintain Security (C,4) – (1 Day Program)

21st February – Manage trust accounts (E,D) – 1 Day Program

22nd February – Assess credit applications (C,4) – 1 Day Program

5th March – Understanding Credit Risk Toolbox (Half Day Program)

20th & 21st March – Understanding Legal Compliance (C,4,D) – (2 Day Program)

22nd March – Collection Telephone Skills (C,4) – (1 Day Program)

9th April – Introduction to Corporate Insolvency Workshop (Half Day Program)

16th April – Fundamentals of Credit Toolbox (Half Day Program)

17th April – Developing Policies and Procedures – (1 Day Program)

18th April – Manage and Recover Bad and Doubtful Debts – (1 Day Program)

7th May – Collect with Confidence Toolbox (Half Day Program)

15th & 16th May – Manage Factoring and Invoice Discounting Arrangements (E,D) – (2 Day Program)

17th May – Managing Hardship (Half Day Program)

21st May – Understanding Credit Risk Toolbox (Half Day Program)

4th June – Understanding Bankruptcy Workshop (Half Day Program)

5th June – How to Manage People Performance (E,D) – (1 Day Program)

6th June – How to Respond to Corporate Insolvency Situations (C,D) – (1 Day Program)

South Australia

15th January – Collect with Confidence Toolbox (Half Day Program)

21st February – Understanding Credit Risk Toolbox (Half Day Program)

Western Australia

17th April - Fundamentals of Credit Toolbox (Half Day Program)



Table of Explanation:

C= Core Unit

E = Elective Unit

D = Diploma

4 = Certificate IV

Important Information:

You do not have to be a current AICM student undertaking a full qualification to attend any AICM face to face training. You may wish to undertake a program for your Professional Development, or enhance and update your current skills and knowledge.

On the completion of the face to face training, you will be required to undertake the online assessment/s for the unit/s of competency, if you wish to receive a nationally recognised Statement of Attainment.

Please register you interest early, as there is a minimum requirement of 6 students to conduct face to face training.