

TRAINING CALENDAR 2017

PERTH



BOOK HERE

February		West Perth, WA	
22	Developing, Implementing & Monitoring your Digitisation Program	8:30am – 4:30pm	\$550
23	Records & Document Management Basics	8:30am – 12:00pm	\$265
23	Keyword Classification	1:00pm – 4:30pm	\$265
24	Records Disposal	9:00am – 4:00pm	\$420
May		West Perth, WA	
10	Developing, Implementing & Monitoring your Digitisation Program	8:30am – 4:30pm	\$550
11	Records & Document Management Basics	8:30am – 12:00pm	\$265
11	Keyword Classification	1:00pm – 4:30pm	\$265
12	Records Disposal	9:00am – 4:00pm	\$420
August		West Perth, WA	
28	Records & Document Management Basics	8:30am – 12:00pm	\$265
28	Keyword Classification	1:00pm – 4:30pm	\$265
29	Records Disposal	9:00am – 4:00pm	\$420
30	Archives Management Basics	9:00am – 4:00pm	\$575
October/November		West Perth, WA	
1	Records & Document Management Basics	8:30am – 12:00pm	\$265
1	Keyword Classification	1:00pm – 4:30pm	\$265
2	Records Disposal	9:00am – 4:00pm	\$420

