

January 2009

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|--------|---------|-----------|-------------------|----------|----------|----------|
| | | | 1 HOLIDAYS | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

February 2009

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|--------|--|-----------|-------------------------------|---------------------|----------|--------|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 Service Managers L&D | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 NFIA Fireball | 21 | 22 |
| 23 | 24 SENIOR FIRST AID 9:00-4:30PM | 25 | 26 | 27 | 28 | |

March 2009

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|--|---|--|---|--|----------|--------|
| | | | | | | 1 |
| 2 OHS On Site for Supervisors (BROWN & MOODIE only) 10:30-2:30 | 3 PAID IN FULL 8:30-12:30 | 4 | 5 | 6 | 7 | 8 |
| 9 OHS On Site for Supervisors 8:30-12:30 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 FIRE & SMOKE DAMPER INSTALLERS WORKSHOP 8:30-12:30 NEBB SUPERVISOR'S CERTIFICATE PREP AMCA Melbourne | 18 NEBB SUPERVISOR'S CERTIFICATE PREP AMCA Melbourne | 19 NEBB SUPERVISOR'S CERTIFICATE PREP AMCA Melbourne Council | 20 NEBB SUPERVISOR'S CERTIFICATE EXAM AMCA Melbourne | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 SAFETY TESTING AND INSPECTING ELECTRICAL EQUIPMENT 8:30-2:00 | 31 Service Managers | | | | | |

April 2009

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|-------------------------|---|--------------------|---|-----------------------------------|----------|--------|
| | | 1 Learn X | 2 Learn X | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 L&D | 10 Good Friday HOLIDAYS | 11 | 12 |
| 13 Easter Monday | 14 MD Away | 15 MD Away | 16 MD Away Council | 17 MD Away | 18 | 19 |
| 20 MD Away | 21 AITD Conference Energy Efficient HVAC Systems 1 (Melbourne) | 22 AITD Conference | 23 | 24 | 25 | 26 |
| | FIRE & SMOKE DAMPER INSTALLERS WORKSHOP 12:30-4:00 Boulderstone, ACT | | | | | |
| 27 ANZAC Day Holiday | 28 Energy Efficient HVAC Systems 2 (Melbourne) | 29 | 30 MANUAL HANDLING 8:00-12:00 (Allstaff, Gladesville) | | | |

May 2009

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|--|---|--|---|---|---|---|
| | | | | 1 UNDERSTANDING PROJECT ESTIMATING 1 8:30-5:30 | 2 | 3 |
| 4 | 5 AMCA CERTIFICATE IN FIRE DAMPER INSTALLATION 8:30-4:30 | 6 SAFETY TESTING AND INSPECTING ELECTRICAL EQUIPMENT 8:30-2:00 | 7 HEIGHT SAFETY AWARENESS 8:00-12:00 (Allstaff, Gladesville) | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 MANAGING FINANCE (Melbourne) Associates Meeting | 16 MANAGING FINANCE (Melbourne) | 17 MANAGING FINANCE (Melbourne) |
| 18 MANAGING HOT WORKS 8:30-12:30 MANAGING FINANCE (Melbourne) | 19 | 20 | 21 Council | 22 | 23 | 24 |
| 25 | 26 FIRE & SMOKE DAMPER INSTALLERS WORKSHOP 8:30-12:30 | 27 | 28 | 29 | 30 | 31 |

June 2009

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|---|---|-----------|-----------------------|--------|----------|--------|
| 1 SECURITY OF PAYMENTS 8:30-4:30 | 2 | 3 | 4 Service Managers | 5 | 6 | 7 |
| 8 Queens Birthday HOLIDAY | | 10 | 11 | 12 | 13 | 14 |
| 15 RUNNING A SMALL BUSINESS 1 8:30-12:30 | 16 SENIOR FIRST AID 9:00-4:30PM | 17 | 18 Council | 19 | 20 | 21 |
| 22 RUNNING A SMALL BUSINESS 2 (MYOB) 8:30-12:30 | 23 SENIOR FIRST AID 9:00-4:30PM | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

July 2009

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|--|--|--|--|---|--------------------|--|
| | | 1 | 2 | 3 SECURITY OF PAYMENTS The Good, Bad, Ugly 8:30-4:30 | 4 | 5 MANAGING FOR PROFIT 1 (Project Mgt) AMCA Melbourne |
| 6 MANAGING FOR PROFIT 1 (Project Mgt) | 7 MANAGING FOR PROFIT 1 (Project Mgt) AMCA Melbourne | 8 MANAGING FOR PROFIT 1 (Project Mgt) AMCA Melbourne | 9 MANAGING FOR PROFIT 1 (Project Mgt) AMCA Melbourne | 10 MANAGING FOR PROFIT 1 (Project Mgt) AMCA Melbourne | 11 HOLIDAYS | 12 |
| 13 | 14 SENIOR FIRST AID 9:00-4:30PM | 15 | 16 Council | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 All Members | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 CREATING A POSITIVE CULTURE 8:30-4:30 | | | |

August 2009

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|---|--|--|---|--|-------------------|--------|
| | | | | | 1 | 2 |
| 3 | 4 | 5 Service Managers | 6 SAFETY TESTING AND INSPECTING ELECTRICAL EQUIPMENT 8:30-2:00 | 7 Associates | 8 15 AMCA Ball | 9 |
| 10 SENIOR FIRST AID 9:00-4:30PM | 11 | 12 | 13 | 14 | | |
| 17 | 18 | 19 | 20 Council | 21 | 22 | 23 |
| 24 B.E.S.T. CUSTOMER SERVICE 8:30-12:30 | 25 MECHANICAL SMOKE & FIRE SERVICES 1 8:30-12:30PM | 26 MECHANICAL SMOKE & FIRE SERVICES 2 8:30-12:30PM | 27 FIRE & SMOKE DAMPER INSTALLERS WORKSHOP 8:30-12:30 TBC Boulderstone | 28 CONTRACT LAW TOOLKIT 1&2 8:00-12:00PM | 29 | 30 |
| 31 | | | | | | |

September 2009

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|--|--|---|-------------------------------------|---|----------|--------|
| | 1 | 2 | 3 PAID IN FULL 8:30-12:30 | 4 | 5 | 6 |
| | FUNDAMENTAL SERVICE LEADERSHIP 8:30-5:30 | | | | | |
| 7 UNDERSTANDING PROJECT ESTIMATING 2.1 8:30-5:30 | 8 FIRE & SMOKE DAMPER INSTALLERS WORKSHOP 8:30-12:30 | 9 | 10 | 11 | 12 | 13 |
| | TTT Energy Efficient HVAC Systems 1 (Melbourne) | | | | | |
| 14 MANAGING HOT WORKS 8:30-12:30 | 15 | 16 LOW RISK DRIVING SEMINAR 8:30-1:00PM | 17 Council | 18 NEBB EXAMS - Certified Prof and Technician level (Melbourne) | 19 | 20 |

MORE SEPTEMBER COURSES NEXT PAGE...

| | | | | | | |
|---|---|--|--|--|-----------|-----------|
| <p>21 UNDERSTANDING PROJECT ESTIMATING 2.2 8:30-5:30</p> | <p>22 AMCA CERTIFICATE IN FIRE DAMPER INSTALLATION 8:30-4:30</p> | <p>23</p> | <p>24 Council</p> | <p>25</p> | <p>26</p> | <p>27</p> |
| <p>STRATEGIC SERVICE LEADERSHIP 8:30-5:30</p> | <p>STRATEGIC SERVICE LEADERSHIP 8:30-5:30</p> | <p>STRATEGIC SERVICE LEADERSHIP 8:30-5:30</p> | <p>STRATEGIC SERVICE LEADERSHIP 8:30-5:30</p> | <p>STRATEGIC SERVICE LEADERSHIP 8:30-5:30</p> | | |
| <p>28 OHS On Site for Supervisors 8:30-12:30</p> | <p>29 TTT Energy Efficient HVAC Systems 2 (Melbourne)</p> | <p>30 Annual National Conf</p> | | | | |
| | <p>Annual National Conf</p> | | | | | |

October 2009

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|---|---|---|---|---|----------------------|---|
| | | | 1 Annual National Conf | 2 Annual National Conf | 3 HOLIDAYS | 4 |
| 5 | 6 | 7 | 8 Service Managers | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 Council | 16 | 17 | 18 |
| 19 WORKING IN CONFINED SPACES 8:00-4:00 | 20 WORKING IN CONFINED SPACES 8:00-4:00 | 21 WORKING IN CONFINED SPACES 8:00-4:00 | 22 AMCA Golf Day | 23 | 24 | 25 MANAGING FOR PROFIT 2 (Project Mgt) AMCA Melbourne |
| 26 SAFETY TESTING AND INSPECTING ELECTRICAL EQUIPMENT 8:30-2:00 | 27 MANAGING FOR PROFIT 2 (Project Mgt) AMCA Melbourne | 28 MANAGING FOR PROFIT 2 (Project Mgt) AMCA Melbourne | 29 MANAGING FOR PROFIT 2 (Project Mgt) AMCA Melbourne | 30 MANAGING FOR PROFIT 2 (Project Mgt) AMCA Melbourne | 31 | |
| MANAGING FOR PROFIT 2 (Project Mgt) AMCA Melbourne | | | | | | |

November 2009

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|--------|---|-----------|---------------|--------|----------|--------|
| | | | | | | 1 |
| 2 | 3 AMCA CERTIFICATE IN FIRE DAMPER INSTALLATION 8:30-4:30 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 FIRE & SMOKE DAMPER INSTALLERS WORKSHOP 8:30-12:30 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 Council | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

December 2009

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|--------|---------|-----------|-----------------------|--------|-----------------------|--------|
| | 1 | 2 | 3 Service Managers | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 HOLIDAYS | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |