



ABN: 50 008 626 042

The Australian Training Register

Level 2, 39 Liverpool Street, Sydney NSW 2000

Phone: (02) 9267 6210, Fax: (02) 9225 9025

Email: atr@gotraining.com.au

Guided Tour: www.gotraining.com.au/guidedtour.htm

Putting buyers of training in touch with providers of training

Promote your services to 200,000 users of ATR

Thank you for your interest in the *Australian Training Register*. I'm including some information about how you can promote your work through the *ATR* Training Information Services database.

ATR is the only Australian computer-based database containing comprehensive information on training courses, seminars and conferences, training providers, consultants and training resources.

The **Register** is currently used by more than **2,500** training professionals (and approximately 200,000 employees) in Private and Public organisations and Government Agencies throughout Australia. These organisations spend an estimated \$350 million on training courses or resources and/or use training consultants to develop in-house programs, for an estimated 450,000 employees Australia-wide.

ATR is installed on a subscriber's PC/network/Intranet or Lotus Notes and we distribute updates *every* month. Subscribers can now also access the information online.

ATR lets you target the people who are directly responsible for purchasing training. Listing your course information is free. We will soon have options to upgrade your presence and we will let you know about this in due course. You must include your Company Profile to differentiate your services from other products and a client list. Your Profile is *linked to your course details and also has a direct link to your web site and a direct email to you.* You may also subscribe ATR Online at a special rate.

Six Databases in one Register:

The Australian Training Register includes six databases. They are:

- **Courses**, seminars, workshops, (external and in-house), conferences
- **Training resources** (video, audio, multi-media, CAL, games, kit)
- **Training Providers / Consultants**
- **In-house database** (for users to enter their own internal training courses)
- **Industry Training Advisory Boards** (ITAB s)
- **Core Competencies & HR Module** (optional)

Continuous Updates:

ATR is updated continuously by a dedicated research team and Updates are distributed monthly to all subscribers. To ensure that your information is always current and relevant, you **MUST** keep your information current by notifying us by fax or mail as soon as changes in your courses or schedule become available. You may update your details as often as you want to at no charge.

Sample Extracts of what we need from you

So that you can see the kind of information *ATR* users get on screen, and as a single page printout, I'm enclosing sample extracts of a Course, a Resource and a Company Profile. You will also find a list of the **Keywords** we use to search for relevant courses to meet the specific needs of the subscriber.

Please *send us or fax us your brochure(s) and schedule and Company Profile* together with the enclosed **Registration Form**; then, add us to your mailing list/email list for regular updates as soon as new schedules, courses or changes become available. We guarantee to keep your information in front of those people who buy your products and services – updated every month free.

Please call me if you need further information.

With thanks.

Yours sincerely

DICK CROMPTON
Regional Manager

PS: Please return your information ASAP so that we can include your details in next month's update; we close off 20th each month and distribute 1st each month.

PPS: If you want to view a listing of course information you may visit our Guided Tour website at www.gotraining.com.au and go to the Guided Tour link.

PPPS: To view the online database, please go to www.atr-training.com.au, go to Public Course, enter user ID: guest, Password: guest; go to Advanced Search, tick a state, enter Keyword and search. NB: This 'guest' site does not show you provider details or dates; if you want full access, please call me.

Ways to promote your Business

1. Your Courses and/or Resources – FREE listing (see sample extract)

Provide us with:

- Your Public Course Details including Title, Methodology, Presenter, Aims/Course Description, Outline/Outcomes, Who should attend, Duration, Dates/Schedule, Location/City, Venue, Cost, and Discount.
- Your contact details including full company name, address, phone, and toll free or mobile number plus fax, email and web address.

If your existing printed matter contains all the above details, simply send us this information.

2. Company Profile: VERY IMPORTANT FOR DIFFERENTIATING YOUR PRODUCTS AND SERVICES.

- Write your company Profile to give readers relevant information about what **you** do, how you're different and why they should use you. Be sure to use as many keywords as is relevant to your work and you must include a list of some current clients.
 - We will add the Profile to the **Consultants** Database *and* cross-reference it to any public courses you may have listed on the Public Course Register. You will also have a link to your web site and an email link direct to you.
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3. ATR National Database:

- As a Training Provider/Consultant we will arrange to give you Internet Access to view your details once they are entered. Alternatively, take a 12 months subscription for the special Provider rate of \$1,045 p.a.).
 - As a Subscriber you will have at your fingertips the most comprehensive register of training courses and resources available in Australia. It is invaluable for research and qualitative comparison.
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5. Full Screen Ad. Feature: Only one per month: \$2,500

Feature your company or your profile *exclusively* on the **Front-Page** Screen. Include your company logo and text to advertise your company or a specific Course or Conference. This appears on all versions of **ATR**. Only one company is featured per month.

The Australian Training Register

<p>To: <i>Australian Training Register</i> Level 2, 39 Liverpool Street Sydney NSW 2000 Phone: (02) 9267 6210 Fax: (02) 9225 9025 Email: atr@gotraining.com.au</p>	<p>From:</p> <p>Phone:</p> <p>Fax:</p> <p>Email:</p>
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<input type="checkbox"/>	We wish to include our Courses/Resources in the next edition of the Australian Training Register. Details attached.	FREE LISTING
<input type="checkbox"/>	We include our Company Profile to be included in the Consultants database in the next edition of The Australian Training Register.	N/C
<input type="checkbox"/>	ATR Full Database – please arrange Internet access for one month once my details are uploaded.	
<input type="checkbox"/>	I wish to take an annual subscription at the special provider rate of \$1,045 p.a. I understand that this includes my Company Profile.	\$1,045
<input type="checkbox"/>	We wish to feature our company/a course <i>exclusively</i> on the Front Screen Ad . Please contact me. SPECIAL RUNNING FOR TWO MONTHS @ \$2,500	\$2,500
	Total Investment	\$

Enclosed is our cheque for \$ _____

Please invoice me. Our order No. _____

Per:

Date:

AUSTRALIAN TRAINING REGISTER
TRAINING COURSE EXTRACT

Title: Business Negotiation

Methodology: Course

Presenter: To be advised

Course Aims/ This course will cover achievement of best outcomes for both
Description: parties through a balanced program of knowledge and skills
for win/win style negotiating in sales and business
transactions both internally and externally to an
organisation.

**Outline/
outcomes:** Upon successful completion participants will be able to:
- understand the process of reciprocity and determining
different types of transactions
- clearly define the difference between sales and
negotiation and understand the different skills used
- positively modify attitudes and emotional control for
themselves and analyse their habits in their negotiating
behaviour
- recognise the six possible outcomes in negotiating and
understand the attitudes which support each
- understand the process of learning from experience and
apply it consciously
- apply full range of their negotiating skills as they and
their negotiating partners face increasing pace of change
... and more

**Who should
attend:** People in sales, marketing & management who need to improve
their negotiating skills to achieve win/win outcomes

Duration: 3 days

Commences: 23/11/1998

Location: Sydney

Venue: On application

Cost: \$1195

**Discount
available:** No

Company: David Forman Australia
PO Box 302
Pymble NSW 2073

Phone: (02) 9988 4824
Toll Free: 1800 504 824
Fax: (02) 9988 4768
Email:

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Australian Training Register

CONSULTANT/COMPANY PROFILE

Business Name:

**Contact
person:**

Address:

Phone:

**Toll
free/Mobile:**

| Email:

Fax:

***Profile (up to 30
lines):***

Include as many keywords as appropriate to your business.
(The ATR database search facility will search on any word in your profile.)

Include your Website address and email address.

Essential to include a **current client list**.

AUSTRALIAN TRAINING REGISTER
CONSULTANT/PROFILE PRINTOUT

Consultant: Compass Learning
Contact: Paul Eperjesi

Address: Compass Learning
23A King Street
McMahons Point NSW 2060

Phone: (02) 9929 4898
Mobile/Toll Free:
Fax: (02) 9929 4998

Email:

Profile: Company Learning helps companies, large and small, to enhance overall performance by encouraging individual and team excellence and expertise. Compass Learning works with your people, identifying personality profiles, communication skills and team player characteristics. We teach your people about themselves. We develop strategies to enable your people to work more effectively as individuals and as part of your team.

Using experiential techniques, Company Learning takes your people out of the classroom environment to put theory into practice. We further empower your team by creating an action plan to take back into the workplace. Compass Learning's programs include:

- Developing and Implementing High Performance Teams
- Visionary Leadership
- Communicating for Results
- What will be the Future Trends in Business?
- Virtual Business Simulations

Executive Adventure Programmes include:

- High Performing Team Initiative Challenges
- Challenge of the Wild
- Low and High Ropes Course Elements
- Orienteering and Navigating Treks
- Team Sailing Challenges
- Train the Trainer/Outdoor Facilitator Training

Business Planning Programs include:

- Strategic Goal Setting
- Project Management, and Product Launches
- Organisational Development Strategies, and Communication Strategies
- Problem Solving

Compass Learning's past **clients include:** Optus Vision, McDonalds, TNT, CSR, Pepsi, Rank Xerox. Oral B, Telstra, News Ltd, Nestle, Coca Cola USA, Royal Aust Navy, NRMA, Canon, Commonwealth Bank, Macquarie University, Civil & Civic, Bayer Australia, Ford Aust, Microsoft, Legal & General, Parke Davis, Wang, Lego Dacta

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RESOURCES TEMPLATE

This is the information we need for each resource.

NB: Please either copy and complete this template for each resource, or provide your resource details via your brochure(s).

Title: (60 characters)
Description:

Producer:	
Country:	
Year Produced:	
Duration:	
Format:	<input type="checkbox"/> Audio <input type="checkbox"/> Video <input type="checkbox"/> Multimedia <input type="checkbox"/> CAL <input type="checkbox"/> Game <input type="checkbox"/> Kit (include CD-ROM)

Distributor:	
Address:	
Phone:	
Fax:	
Toll Free/Mobile:	
Price:	
Discount Available:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Hire:	<input type="checkbox"/> Yes <input type="checkbox"/> No

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KEYWORDS FOR COURSE SEARCH

ABORIGINAL
ACCOUNTING
ADMINISTRATION
ADVERTISING
AGED CARE
AGRICULTURAL
ANALYSIS
ARTS
ASSERTIVENESS
AUDIT
AUTOMOTIVE
AVIATION
BANKING
BUDGET
CAREER
CARPENTRY
CATERING
CHANGE
CHILDCARE
CLERICAL
COMMITTEES
COMMUNITY
COMPENSATION
COMPETENCY
COMPUTER
CONFLICT
CONSTRUCTION
CONSULTING
CONTRACTS
COSTING
COUNSELLING
CRAFTS
CREDIT
CRIME
CROSS CULTURAL
DATABASES
DATA_COMMS
DECISION MAKING
DEFENCE
DELEGATION
DESIGN
DESKTOP
DIRECTORS DUTY
DRIVING
ECONOMICS
EDUCATION
EEO
ELECTRICAL
ELECTRONIC MAIL
ELECTRONICS
ENERGY
ENGINEERING
ENTERPRISE
ENVIRONMENT
ESL
EVALUATION
EXPORT
FAMILY
FILM & TV
FINANCIAL
FIRE FIGHTING
FIRST AID
FISHERIES
FOOD PROCESSING
FORESTRY
FRAUD
GEOLOGY
GEOSCIENCE
GOVERNMENT

GRAPHICS
HARDWARE
HEALTH & SAFETY
HORTICULTURE
HOSPITALITY
IMPORT
INDUCTION
INDUSTRIAL REL
INFORMATION
INNOVATION
INSURANCE
INTEGRATED S/W
INTERNET
INTERVIEW
INVENTORY
INVESTMENT
KEYBOARD
LANGUAGES
LEADERSHIP
LEARNING
LEGAL
LEGISLATION
LIBRARY
LISTENING
LOCAL GOVERNMENT
LOGISTICS
MACHINERY
MAINTENANCE
MANAGEMENT
MANUFACTURING
MARITIME
MARKETING
MEDIA
MEDICAL
METAL INDUSTRY
MINING
MOTIVATION
MUSIC
NEGOTIATION
NETWORKING
NETWORKS
NEWSPAPER
OPERATING SYS
ORGANISATION
PAPER & PULP
PERFORMANCE
PERSONAL COMMS
PERSONAL DEV
PERSONNEL
PETROLEUM
PHARMACY
PHOTOGRAPHIC
PLANNING
PLANT & EQUIPMT
PLASTIC & RUBBER
POLICY
PRESENTATIONS
PRINTING
PROBLEM SOLVING
PRODUCTIVITY
PROGRAMMING
PROJECTS
PROPERTY
PUBLIC RELATION
PUBLIC SPEAKING
PURCHASING
QUALITY
READING
REAL ESTATE
RECEPTION
RECORDS

RECRUITMENT
RESEARCH
RETAIL
RISK
SALES
SCIENCE
SECRETARIAL
SECURITY
SELECTION
SERVICE
SMALL BUSINESS
SOFTWARE
SPORT & REC
SPREADSHEETS
STAFF
STATISTICS
STRESS
SUPERANNUATION
SUPERVISION
TAX
TCF INDUSTRY
TEAM
TECHNOLOGY
TELECOMMS
TELEPHONE SKILL
TESTING
TIMBER
TIME TOOLS
TOURISM
TQM
TRADE
TRAINING
TRANSPORT
VALUATION
WELFARE
WOMEN
WORD PROCESSOR
WRITING

ATR Partial Subscriber List, Dec 2001

A

ABB
AAG Holdings
AAP*
Asea Brown Broveri
ABN AMRO Australia
Adelaide Festival Centre
Adelaide Hills Regional Develpt Bd
ADI Ltd
Administrative Appeals Tribunal
Advance Energy
AGC Limited - QLD
AGL
Airservices Australia
Alcatel
Alcoa of Australia WA
AMP Society*
Ampol Refineries (NSW)
Andersen Consulting
Ansett
ANSTO Training
ANZ Bank*
APRA
APV Australia
Argyle Diamonds
Arnott's Biscuits
Arthur Andersen
Astre Automotive
Astra Pharmaceuticals
ATSIC -NSW
Auburn Council
Ausmelt Limited
AUSTAR
Austa Electricity
Austrade
Australia Post QLD
Australian Bureau of Statistics
Australian Competition & Consumer Commission
Australian Council for the Arts
Australian Dairy Corporation
Australian Electoral Commission
Australian Film TV & Radio School
Australian Govt Publishing Service
Australian Heritage Commission
Australian Industry Property Org'n
Australian Maritime Safety Authority
Australian Quality Council
Australian Red Cross - Vic
Australian Stock Exchange
Australian Tourist Commission
Australian Securities & Investment Commission
Australian Sports Commission*

B

Bankers Trust Australia
Barclays Global Investors
Bayer Australia
Baxter Health Care
BHP Direct Reduced Iron
BHP Information Technology
BHP Petroleum
BHP Wire Products
Bilcon Engineering
Blair Athol Coal Project Qld
BP Australia
BP Oil Refineries - QLD
Brisbane City Council
Bristol-Myers Squibb Pharmaceuticals

British Aerospace Australia
British Telecom Australasia
Brown Bros Milawa Vineyard
Bunnings Forest Products - WA
Bunzl Limited
Bureau of Air Safety Investigation
Burwood Council -NSW
Business Computers of Australia
Business Resolutions
Business Services Industry Trg Board

C

Caltex Australia
Cable & Wireless Optus
Conservation & Land Management - WA
Canon Australia Pty Ltd
Capral Aluminium Ltd
Capricornia Electricity
Carlton & United Breweries Ltd
Catholic Church Insurance
Cerebos Foods
Chiron Diagnostics
City of Melbourne
City Power - Melbourne
City Rail Engineering - NSW
Claude Neon Pty Ltd*
Coca-Cola Amatil
Coca-Cola South Pacific
Cochlear Ltd
Cockburn Cement Limited
Colonial Mutual Life Assurance Society
Comalco
Commonwealth Bank
Commonwealth Dir of Public Prosecutions
Community First Credit Union
Compaq Computer
Computer Associates
Computer Results Team
Computer Sciences of Australia Pty Ltd
Compuware
Containers Packaging
Copper Mines of Tasmania
CountryLink Rail (NSW)
County/Natwest
Crown Solicitors Office
CSIRO - Mathematics & Info - Vic
CUNA Mutual
Cussons Pty Ltd

D

Dartbrook Coal
Data Action Pty Ltd (SA)
Datacraft
Davidson Trahaire
DBM Australia Ltd
Deakin University
Defence Quality Organisation
Dept of Communications & The Arts
Dept of Defence
Dept of Employmt, Education & Trng
Dept of Environment, Sports & Territ
Dept of Finance
Dept of Health & Family Services
Dept of Immig & Multicultural Affairs
Dept of Industrial Relations
Dept of Industry, Science & Tourism
Dept of Justice - Vic
Dept of Lands Qld
Dept of Prime Minister & Cabinet
Dept of Social Security
Dept of Treasury
Dept of Veteran's Affairs
Dick Smith Electronics
Diecraft Australia
Digital Equipment Corporation Aust -
Dow Chemicals (Australia) Ltd

Dow Corning
Du Pont

E

EFIC
Elders Ltd
Electricity Transmission Auth NSW
Environment Protection Auth NSW
Ericsson Australia
Ethnic Affaris Commission of NSW

F

Factiva
FAI Insurance
Federal Airports Corporation
Federal Bureau of Consumer Affairs*
Federal Court of Australia
Ford Credit
Ford Motor Company #
Frank Russell Company
Franklins Ltd
Franklin Covey
Fremantle Port Authority

G

Gas & Fuel Corporation of Victoria
General & Cologne RE
GIO Australia, Workers Comp - VIC
Glaxo Australia Pty Ltd
Gosford City Council
Greythorn
Griffith University
Guidant

H

Hanimex
HBF - WA
Hendersons Automotive Group
HJ Heinz Co Australia Ltd
Hobson's Bay City Council
Hoechst Australia Limited
Holden Australia
Homeswest
Honeywell Controls
Howick Coal
HR Services (Servicing Vic Govt Depts
Human Rights & Equal Opp Comm
Huntsman Chemical Company

I

IBM Australia
ICI Australia
IEDEX Pty Ltd
IGA (Asia Pacific)
Institute of Finance
Industry Commission
Information Services Asia Pacific
Inland Revenue - PNG Govt
Insurance & Superannuation Commission
Institute of Administration
IPAC Securities
Internal Revenue Commission - PNG Govt

J

John Deere Ltd
John Fairfax Publishing Pty Ltd
John Sands Pty Ltd*
Joint House Department

K

Kambalda Nickle - WMC
Kelloggs
Kimberley-Clark Australia Pty Ltd
Kodak Australasia
Kogarah Council

L

Legislative Assembly - NSW Parlimt
Legal & General
Levi Strauss
Liebert
LibertyOne

Liverpool Council
Loy Yang Power Ltd
Lucent Technologies

M

Manchester Unity
M.I.M. Holdings Ltd*
MMI Insurance
Mackay Electricity Commission
Mayne Nickless Ltd
McDonalds Australia
Meadowlea Foods
Media Monitors
Megatec Pty Ltd
Melbourne Convention & Exhib
Melbourne Parks & Waterways -
Melbourne Water
Memorex Telex Pty Ltd
Mercantile Mutual
Ministry of Premier & Cabinet WA
Mirvac
Mitsui & Co
MLC
Mobil Oil Australia
Monash Mt Eliza Business College
Motor Traders Association WA
Motorola Australia
Mutual Community SA

N

National Aust Financial Mgmt Ltd
National Crime Authority
National Gallery
National Mutual - VIC
National Native Title Tribunal
NDC
Nestle Australia
Nillimbik Shire Council
Nokia Telecommunications
Normandy Minerals
Nortel Australia
North Power*
Norwich Union Financial Services
NRG Gladstone Operating Services
NRMA*
NSW Dairy Corp
NSW Dept of Business & Reg Develpt
NSW Dept of Fair Trading
NSW Dept of Health
NSW Dept of Housing
NSW Dept of Local Government
NSW Dept Public Works and Services
NSW Dept of Sport & Recreation
NSW Office of Maritime Safety & Ports Strategy
NSW Police Service
NSW State Library
NSW Treasury
NZI Insurance

O

Office of Training & Further Education
Optical Waveguides Australia
Orix Australia
OTIS Elevator Co Ltd

P

Pacific Power
Panasonic
Parks Victoria
Parke Davis
Pasminco
Penrith City Council
Pfizer Chemicals
Philips Industries Holdings Ltd
Pirelli
Pittwater Shire Council
Plutonic Resources

Portland Aluminium Smelter
Ports Corp of QLD
Powercor Australia
Powerlink Queensland
Premier's Department NSW
Public Transport Corp (Infrastr) - VIC
Public Transport Corporation (V-Line) - VIC

Q

QANTEK
QBE Insurance
Qenos Ltd
Qld Dept of Justice & Attorney General
Qld Dept of Premier & Cabinet
Qld Dept of Public Works & Housing
Qld Dept of Trade & Economic Devlpt
Qld Dept of Training & I R
Qld Industry Development Corp
Qld Transmission & Supply Corp
Queensland Alumina Ltd
Queensland Emergency Services
Queensland Main Roads
Queensland Transport

R

RACV
Railway Services Authority NSW
Rail Access Corporation
Reader's Digest
Reserve Bank of Australia
Reckitt & Coleman
Reuters
Rhone-Poulenc
Rhone-Poulenc Rorer Australia Pty Ltd Roads & Traffic
Authority NSW
Rockwell/Collins Inc.
Royal Agricultural Society
Royal Perth Hospital

S

SA Gas Company
Salvation Army
Santos Ltd
SAP
Sara Lee
SAS Institute
SBC Warburg
Schroders Australia
Scott Retraining
Seven Network Ltd
SG Australia
Siltek
Siemens Nixdorf
SKF Australia
Skill Enhancement Centre ETSA
Small Business Development Corp
SmithKline Beecham Pharmaceuticals
Snowy Mountains Hydro-Electric Auth
Solaris Power
Sony Australia Ltd
South Sydney City Council
SPC Ltd
St George Bank
Standards Australia
State Government Insurance Corp (SA)
State Rail Authority (NSW)
State Revenue Office (VIC)
State Transit Authority (NSW)
Suncorp Insurance & Finance
Superannuation Authority
Swiss Re Australia
Sydney Airport
Sydney Electricity - ITS Branch
Sydney Futures Exchange

T

TAC Insurance - VIC
TAFE NSW

Tech Pacific
Tektronix Australia Pty Ltd
Telstra – Centre for Leadership
Telstra Network Operations
TMP Worldwide
Toshiba Australia
Transgrid

U

Ulan Coal Mines
United Energy
University of Canberra
University of Wollongong
V
Vic Automobile Chamber of Commerce
Vic Dept of Natural Resources & Envnt
Vic Dept of Planning & Development*
Vic Dept of Premier and Cabinet *
Vic Dept of Treasury and Finance *
Victorian Workcover Authority
Vodac Communications

W

W R Grace Australia Pty Ltd
W.D. & H.O. Wills (Australia) Ltd
WA Department of Agriculture -
WA Department of Training
WA Fire Brigades Board
WA Transport Department
Wagga Wagga City Council
Wambo Mining Corporation
WAPET
Warman International Ltd
Water Corporation WA
Western Mining Corporation -
Western Rehabilitation - WA
Westpac
Westralian Sands
Wiluna Mines
Woden Valley Hospital –
Wollongong Council
Woolworths Supermarkets – QLD
Workcover NSW
World Vision Australia
Worsley Alumina Pty Ltd

Y

Yallourn Energy
Yarra Valley Water
Yellow Pages

Z

Zurich Australia Insurance GIO