

Total Management and Training is a Registered Training Organisation providing nationally recognised training and assessment. RTO Provider number 31178. Please note dates and pricing are subject to change (pricing of non-accredited courses includes GST).

NON-ACCREDITED COURSES	PRICE <i>Per person</i>	TIME	AUG	SEP	OCT	NOV	DEC	JAN
Health & Safety Representative – full course <i>WHSQHSRNCB01 Health & Safety Representative</i>	\$990 GST Exempt	5 days	3-7	7-11	19-23		7-11	11-15
Health & Safety Representative – refresher <i>WHSQHSRNCB02 Health & Safety Representative Refresher</i>	\$350 GST Exempt	1 day	17 25-FULL	15-FULL	26 27-FULL	17	15	27

* Please contact the office to discuss availability.

PROFESSIONAL DEVELOPMENT	PRICE <i>Per person</i>	TIME	AUG	SEP	OCT	NOV	DEC	JAN
Time Management	\$440 GST Inclusive	1 day		4	6			
Stepping up to Supervisor	\$440 GST Inclusive	1 day						
Dealing with Difficult People	\$440 GST Inclusive	1 day		21		23		
Strategic Planning	\$440 GST Inclusive	1 day	20	30		4		
Project Management Fundamentals	\$880 GST Inclusive	2 days				2-3	2-3	
Effective Business Writing	\$440 GST Inclusive	1 day		4		30		
Effective Communication	\$440 GST Inclusive	1 day	18			4		
Psychological Safety	\$440 GST Inclusive	1 day		14	1			
Giving Effective Feedback	\$440 GST Inclusive	1 day		22		23		
Leadership Program	\$880 GST Inclusive	2 days		28-29		2-3	2-3	
WHS for Managers and Supervisors	\$440 GST Inclusive	1 day	19			19		
The Emotionally Intelligent Manager*	\$330 GST Inclusive	1/2 day	31			23		
De-escalating Conflict*	\$330 GST Inclusive	1/2 day	31			23		
Critical Thinking*	\$330 GST Inclusive	1/2 day		1		24		
Problem Solving*	\$330 GST Inclusive	1/2 day		1		24		

*Attend both ½ day sessions on the same day for \$440

For course enquiries call 07 4051 6357 or email admin@totalmantra.com.au

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Managing Work Priorities*	\$330 GST Inclusive	1/2 day		2		25		
Presentation Skills*	\$330 GST Inclusive	1/2 day		2		25		
Developing and Writing Procedures	\$440 GST Inclusive	1 day		17	6			
Build Team Performance	\$440 GST Inclusive	1 day		17		4		
Microsoft Excel – Level 1	\$440 GST Inclusive	1 day				16		
Microsoft Excel – Level 2	\$440 GST Inclusive	1 day		22		30		
Microsoft Excel – Level 3	\$440 GST Inclusive	1 day					1	

ACCREDITED COURSES	PRICE <i>Per person</i>	TIME	AUG	SEP	OCT	NOV	DEC	JAN
Low Voltage Rescue / CPR <i>UETDRMP018 Perform rescue from a live low voltage panel HLTAID009 Provide cardiopulmonary resuscitation.</i>	\$110 GST Exempt	5 hours			7	20		
Provide First Aid <i>HLTAID009 Provide cardiopulmonary resuscitation HLTAID010 Provide basic emergency life support HLTAID011 Provide first aid</i>	\$180 GST Exempt	1 day		16		20		
CPR <i>HLTAID009 Provide cardiopulmonary resuscitation</i>	\$85 GST Exempt	4 hours		16		20		
Rehabilitation and Return to Work	\$400 GST Exempt	1 day	24			18		

ONLINE STUDY OPTIONS	PRICE	TIME
Certificate III in Work Health and Safety BSB30719 Certificate III in Work Health and Safety	\$1850 GST Exempt	12 months self-paced
Certificate IV in Work Health and Safety BSB41419 Certificate IV in Work Health and Safety	\$1850 GST Exempt	12 months self-paced
Fire Safety Adviser – Full Course PUAFER001 through to PUAFER008 units of competency	\$990 GST Exempt	12 months self-paced
Fire Safety Adviser – Refresher PUAFER001 through to PUAFER008 units of competency	\$350 GST Exempt	6 months self-paced

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Rehabilitation & Return to Work Coordinator BSBWHS417 Assist with managing WHS implications of return to work	\$400 GST Exempt	6 months self-paced
Business Risk Management BSBOPS403 Apply business risk management processes	\$400 GST Exempt	3 months self-paced
Contribute to WHS Risk Management BSBWHS414 Contribute to WHS Risk Management	\$400 GST Exempt	3 months self-paced
Apply WHS Regulations, Codes and Practices UEECD0007 Apply work health and safety regulations, codes and practices in the workplace	\$400 GST Exempt	3 months self-paced
Contractor Management BSBWHS418 – Assist with managing WHS compliance of contractors	\$400 GST Exempt	3 months self-paced
QBCC Approved Managerial Course BSBESB402 Establish legal and risk management requirements of new business venture	\$400 GST Exempt	3 months self-paced
Conduct Hazard Analysis MSMWHS201 Conduct hazard analysis	\$400 GST Exempt	3 months self-paced

As of 14/09/2026