

AAMC
TRAINING GROUP

2010 Course List

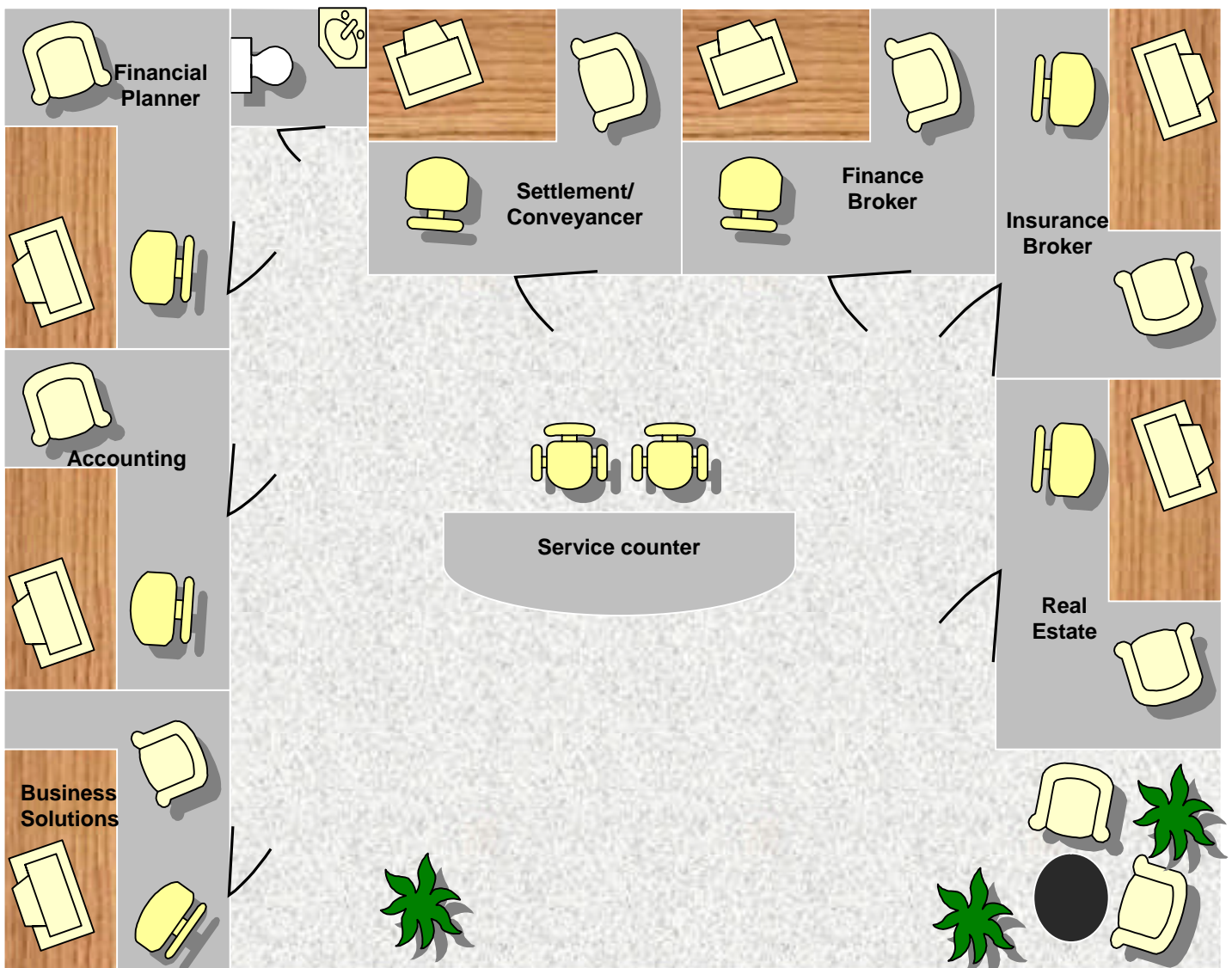


Global Connectivity, Empowered Training Solutions®

Solutions based training to meet *your* needs

Visualise your business end model looking like this?

AAMC can provide you with the following training solutions to turn your dreams into reality...



"Formal education will get you a job, self education will make you rich."



AAMC Accredited Courses

Courses	CPD Points	Face-to-face	Online	Corr*	Info
Business					
Certificate III in Business BSB30107		✓	✓	✓	
Certificate III in Retail SIR30207		✓		✓	
Certificate IV in Frontline Management BSB40807	24	✓	✓	✓	
Certificate I in Financial Services FNS10104		✓	✓	✓	
Certificate II in Financial Services FNS20104		✓	✓	✓	
Certificate III in Financial Services FNS30104		✓	✓	✓	
Certificate IV in Financial Service FNS40107	12	✓	✓	✓	
Diploma of Financial Services FNS50107		✓	✓	✓	
Certificate IV in Financial Services (Bookkeeping) FNS40207		✓		✓	
Certificate IV in Small Business Management BSB40407		✓	✓	✓	
Diploma Financial Services (Banking) FNS51204		✓		✓	
Diploma Financial Services (Risk Management) FNS51104		✓		✓	
Certificate IV in Financial Services (Credit Management) FNS40304		✓		✓	
RPL Certificate IV in Financial Services (Credit Management) FNS40304			RPL		
Finance/Mortgage Broker					
Certificate IV in Financial Services (Finance/Mortgage Broking) FNS40804	12	✓	✓	✓	
Certificate IV in Financial Services (Finance/Mortgage Broking) FNS40804 <i>(inc WA module to satisfy DOCEP licensing requirements)</i>	15	✓	✓	✓	
Certificate IV in Financial Services (Finance/Mortgage Broking) FNS40804 - Plant, Equipment, Vehicle and Commercial Loans	12	✓	✓	✓	
Certificate IV in Financial Services (Finance/Mortgage Broking) FNS40804 <i>(inc WA module to satisfy DOCEP licensing requirements)</i> - Plant, Equipment, Vehicle and Commercial Loans	15	✓	✓	✓	
Commercial Loan Application Process	5	✓	✓	✓	
Marketing Strategy, Development and Implementation of an Operational Plan	5	✓	✓	✓	
Understanding the Financials of Company Structures	2.5	✓	✓	✓	
Equipment and Vehicle Finance	2.5	✓	✓	✓	
Diploma of Financial Services (Finance/Mortgage Broking Management) FNS50504	27	✓	✓	✓	
Diploma of Financial Services (Finance/Mortgage Broking Management) FNS50504 Upgrade from Certificate IV FNS40804	15	✓	✓	✓	
RPL Cert IV in Financial Services (Finance/Mortgage Broking) FNS40804	12		RPL		
RPL Diploma of Financial Services (Finance/Mortgage Broking Management) FNS50504	15		RPL		

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Courses	CPD Points	Face-to-face	Online	Corr*	Info
Financial Planning					
Diploma of Financial Services FNS50107		✓	✓	✓	
Diploma of Financial Services (Financial Planning) FNS50804	15	✓	✓	✓	
RPL Diploma of Financial Services (Financial Planning) FNS50804	15		RPL		
RPL Advanced Diploma of Financial Services (Financial Planning) FNS60404	20		RPL		
Advice in Derivatives and Securities	3	✓	✓	✓	
Advice in Insurance Broking	3	✓	✓	✓	
Advice in Life Insurance	3	✓	✓	✓	
Advice in Superannuation and Managed Investments	6	✓	✓	✓	
RPL Diploma of Financial Services FNS50107			RPL		
RPL Advice in Derivatives and Securities			RPL		
RPL Advice in Insurance Broking			RPL		
RPL Advice in Life Insurance			RPL		
RPL Advice in Superannuation and Managed Investments			RPL		
Share Trading					
Diploma of Share Trading and Investment			✓		
Course in Contracts for Difference			✓		
Short course in Share Trading			✓		
Real Estate					
Sales Representative Registration Course – Partial completion of CPP40307 Certificate IV in Property Services (Real Estate)		✓			
Settlement/Conveyancing					
Advanced Diploma Financial Services (Conveyancing) FNS60304		✓			
Diploma of Financial Services (Conveyancing) FNS50604		✓			
Training & Assessment					
Certificate IV in Training and Assessment (TAA) TAA40104		✓	✓	✓	
Certificate IV in Training and Assessment (TAA) Upgrade Program TAA40104		✓	✓	✓	
Certificate IV in Training and Assessment (TAA) Upgrade Program TAA40104 (TEACHERS ONLY)		✓	✓	✓	
PACKAGE DEALS					
DFS 1-4 Package Deal		✓	✓	✓	
Certificate IV in Financial Services (Finance/Mortgage Broking) FNS40804 + DFS 1 - Diploma in Financial Services (Financial Planning) FNS50804		✓	✓	✓	
Certificate IV RPL + DFS 1 - Diploma in Financial Services (Financial Planning) FNS50804		✓	✓	✓	
Diploma of Financial Services (Finance/Mortgage Broking Management) FNS50504 Upgrade from Cert IV + DFS 1 - Diploma in Financial Services (Financial Planning) FNS50804		✓	✓	✓	

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AAMC CPD / Short Courses

Courses	CPD Points	Face-to-face	Online	Corr*	Info
Business CPD / Short Courses					
Managing Risk for Finance Industry	4	✓	✓	✓	
Administrative Support	3	✓	✓	✓	
Anger Management	3	✓	✓	✓	
Business Etiquette	3	✓	✓	✓	
Change Management	3	✓	✓	✓	
Coaching And Mentoring	3	✓	✓	✓	
Communication Strategies	3	✓	✓	✓	
Conflict Resolution	3	✓	✓	✓	
Creative Problem Solving	3	✓	✓	✓	
Customer Service	3	✓	✓	✓	
Human Resource Management	3	✓	✓	✓	
Leadership and Influence	3	✓	✓	✓	
Motivating Employees	3	✓	✓	✓	
Negotiation Skills	3	✓	✓	✓	
Personal Productivity	3	✓	✓	✓	
Presentation Skills	3	✓	✓	✓	
Proposal Writing	3	✓	✓	✓	
Public Speaking	3	✓	✓	✓	
Sales Fundamentals	3	✓	✓	✓	
Stress Management	3	✓	✓	✓	
Supervising Others	3	✓	✓	✓	
Teamwork and Team Building	3	✓	✓	✓	
Time Management	3	✓	✓	✓	
Train-the-Trainer	3	✓	✓	✓	
Workplace Diversity	3	✓	✓	✓	
Team Proposal Writing	3	✓	✓	✓	
Consultancy	3	✓	✓	✓	
Business Writing	3	✓	✓	✓	

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Courses	CPD Points	Face-to-face	Online	Corr*	Info
Finance Broking CPD / Short Courses					
Finance Brokers Mortgage Induction Course	4	✓	✓	✓	
Finance Brokers (Full Compliance Course)	5		✓		
Finance Brokers (Abridged Compliance)	2.5		✓		
Finance Brokers Managing Risk for Finance/Mortgage Industries	4	✓	✓	✓	
WA Finance Brokers (Relevant Supplementary Course)	3		✓	✓	
Finance Brokers Plant, Equipment & Motor Vehicle Finance Induction	4	✓	✓	✓	
Finance Brokers Privacy Principles	3		FREE		
Finance Brokers Uniform Consumer Credit Code	3		✓		
Finance Brokers Anti Money Laundering	2		✓		
Financial Planning CPD / Short Courses					
Intro to Financial Services Regulation (FSR)	3	✓	✓	✓	
Real Estate CPD (REBA Approved) / Short Courses					
Manage Agency Risk	7	✓	✓		
Entities	3	✓	✓		
Boundary Disputes, Adverse Possession and Dividing Fences	2	✓	✓		
Titles and Encumbrances	2	✓	✓		
Understanding Business Financials	2		✓		
Appraising Property	2	✓	✓		
Getting Listings	2	✓	✓		
Prospecting for Clients	2		✓		
Finding Clients Regularly and Reliably	2		✓		
Marketing Properties	2		✓		
Privacy Act	1		✓		
Settlement/Conveyancing CPD / Short Courses					
Business Settlement Course		✓	✓	✓	
Develop an Operational Plan				✓	
Managing Risk in Settlement Industry				✓	
Negotiate to Achieve Goals and Manage Disputes				✓	
Obtain & Analyse Information for the Transaction				✓	
Law of Contracts			✓	✓	
Legislative Changes			✓	✓	
Joint Form of General Conditions			✓	✓	
Conflict of Interests			✓	✓	

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Courses	CPD Points	Face-to-face	Online	Corr*	Info
Sales & Marketing					
The Knowledge and Ideas Warehouse for Sales, Marketing and Communications			✓		
Interviewing for Success		✓			
Perceptive Interviewing		✓			
Perceptive Business Interviewing		✓			
Powering Up Your Sales, Productivity and Profitability		✓			
Sales – How to get the Appointment		✓	✓	✓	
Sales – How to find the customer		✓	✓	✓	
Sales – How to question and Fact Find		✓	✓	✓	
Sales – How to handle resistance and objections		✓	✓	✓	
Sales - How to close with class		✓	✓	✓	
Sales Focused Compliance Forms (set)		✓			
Selling Secrets for Insurance		✓	✓	✓	
A Practical Guide on how to sell Insurance		✓	✓	✓	
Solutions:					
Professional Finance Broker - CPF		✓			
My eProfile - Online Identity			✓		
Law Central Affiliate Club			✓		
Recruitment of Team Members			✓		
Mentoring		✓			
Consulting			\$1,497 / day or per job price		
Traineeship Services		✓	✓	✓	

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Please contact me to provide more information on the above courses I have marked (✓).

NAME _____

COMPANY _____

TELEPHONE Country code _____ Area code _____ Number _____

EMAIL _____

**Fax to: AAMC Training Group on +61 8 9344 4188
or scan and email to info@aamc.edu.au
Tel: 1800 662262 or +61 8 9344 4088
www.aamctraining.edu.au**

NOTE: For every certified face-to-face or correspondence course you undertake through AAMC, we will plant a tree to help our environment. AAMC is a strong supporter of corporate social responsibility and is proud to be leading the field with this green initiative.

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The Practical Guide to Success Series

The **Practical Guide to Success Series** is a tremendously valuable learning for those who need help in communications, interaction sales and soft skills. It is a knowledge base of practical and dynamic tactics, techniques and strategies to help those involved at the forefront of business acquisition

These helpful practical guides deal in the essential “How To” skills of:

Customer communication
Personal marketing
Acquiring and retaining customers
Presenting offers
Business common sense
Frontline client interaction

CPD Points – 1.5 for viewing and discussions and a further 0.5 for completing online multi-choice assessments. *These courses are delivered either by video streaming or face to face.*

The Practical Guide to Success Series
A practical guide to communicating with customers.
Discover the critically important elements of communications to attract potential clients. Understand the effective methods to improve your relationship with existing clients to retain them.
A practical guide on how to build rapport.
Learn the 7 critical elements of building rapport in the vital areas of personal engagement, physical contact and first impressions. Discover how to make a lasting impression first up. Learn how to implement these simple and easy to use techniques to build a relationship that is a memorable experience for you and your clients.
A practical guide on how to build sustainable lead
Learn over 60 ways to prospect and generate leads. Apply the 50 practical tips and tactics for getting to where business can be accessed quickly. Discover the power of <u>event change</u> and “follow your dollar” techniques of prospecting to help you generate repeat business with existing clients and deliver new prospects quickly.
A practical guide on how to handle resistance and objections
Learn how to handle the greatest enemies of the sale of advice; objections. Scripts and priceless sayings that will help you address, defuse and welcome objections. <u>Find out when the NO runs out.</u> Discover the ways to reduce resistance to your propositions, suggestions and advice
A practical guide on how to “Close with Class”
Revisit old friends and discover some new closes that all people can use in their armory to bring the business in. Which of these tremendous closes with a great range of scripts would help you <u>increase your productivity</u> ? Many techniques are explained. Timeless simple and easy to follow techniques ready to use today.

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A practical guide on how to sell insurance.

Would you like to be able to sell insurance? Do you want to sell more insurance to your clients and prospects? Discover the simple and easy to use techniques of profiling, visuals, sales aids, using conceptual pull instead of product push, power phrases and obligation by mutual agreement in this goldmine of practical tips, tactics and techniques. The timeless knowledge in this practical guide will vault you into a better income category with amazing speed. This is essential reading in good times and downturns.

A practical guide on how to combat call reluctance and beat sales slumps

Do you find that it is more relaxing and less confronting to do reports, attend product launches or shuffle paper rather than front people? Could it be that you are suffering from “call reluctance”? Discover how to identify, treat and defeat call reluctance and get business flowing again quickly. Sales slumps are part of being in sales. Arm yourself with the analytical, actionable, psychological and planning tools, tactics and techniques to **overcome sales slumps now.**

A practical guide on how to develop a referrals-driven business.

Learn why it is essential to build a referrals-based business in these changing times. Find out the simple and easy ways to build a referrals driven business with tight scripts, powerful visuals, definitive letters and personal questioning. skills that do not intimidate or scare people. ***The most cost efficient method of gaining new business is through referrals.***

A practical guide on how to improve your networking skills.

A simple and decisive look at networking; the contact sport of the 21st century. Discover the four major components of networking and the things you need to utilize to improve your performance and experience in networking in a wide range of situations. Find out how to make networking an integral part of your strategic business acquisition planning.

A practical guide on how to improve your presentations & presenting skills.

Ever noticed how some people just seem to have that “Aura of Excellence”? Discover how you can acquire those master class presentation techniques to help build your power of presentation to deliver more productive and profitable results. This covers presenting to individuals, groups, committees, PD days and conferences. This is great value for individual advisers, business development managers, sales and training managers.

A practical guide on how to cold call effectively (PG 13)

Discover why cold calling can be a most valuable part of your business training. Knowing how to cold calling can deliver confidence and strength to all sales people. Learn the techniques and tactics for face-to-face, post direct mail, telephone and electronic cold calling. **“Cold calling is like a knife, It either sharpens you up or wears you down”**

A practical guide on how to build effective strategic alliances.

Find out where to look for profitable strategic alliance partners that can come on board quickly. Discover what the people who build strategic alliances know and practise. Learn about how to make it easier for your strategic alliance partners to prospect and market. Discover how to get your strategic alliance partner to set up appointments for you regularly and reliably. Show them how to make it a simple mathematical responsibility that will increase their bottom line regularly and reliably.

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A practical guide on how to question and fact-find.

Learn how to ask the right questions at any stage of the sales process. Delivers the answers to questioning in the fact-finding process. Learn what type of questions to ask, how to listen to them properly and why people act like they do when they are questioned. A vast host of incisive ideas that will ignite your sales performance and increase your productivity

A practical guide on how to use Key Performance Indicators

Discover how to develop and use KPI's that will take away the uncertainty of sales survival. Know how to allot dollar values to call, contact, appointments and sales. Understand your KPI's and take control of selling by taking the risk out of contact management.

These courses are delivered either by video streaming or face to face.

Which of the **Practical Guide to Success Series** would you like to utilise in your business for your people?

Corporate Client _____ **Responsible officer** _____

Phone _____ **Mobile** _____ **Date** _____

- A practical guide to communicating with customers
- A practical guide on how to build rapport
- A practical guide on how to build sustainable lead
- A practical guide on how to handle resistance and objections
- A practical guide on how to “Close with Class”
- A practical guide on how to sell insurance
- A practical guide on how to combat call reluctance and beat sales slumps
- A practical guide on how to develop a referrals-driven business
- A practical guide on how to improve your networking skills
- A practical guide on how to improve your presentations & presenting skills
- A practical guide on how to cold call effectively
- A practical guide on how to build effective strategic alliances
- A practical guide on how to question and fact-find
- A practical guide on how to use Key Performance Indicators

Any other skill sets in communications, interaction, personal improvement, sales or soft skills you are looking for? Please tell us.

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