



Records Governance Services – 2019 Training Calendar

Book into a session via Discover Online Training Calendar			Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date
Course Title	Duration	Venue	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Callaghan														
TRIM – An Introduction	3hrs	Check the Discover Training Calendar		7	18	16	17	26						
TRIM – Drop in Session	1hr	CH206 - Chancellery				4								
TRIM – Web Client Introduction	2hrs	Check the Discover Training Calendar	As Required – Wait-list available in Discover											
Records and Information Management Fundamentals	2hrs	CH207 Meeting Room - Chancellery		28		18		25		27		29		12
Ourimbah														
TRIM – An Introduction	3hrs	EXSA201 - North Block	As Required – Wait-list available in Discover											
TRIM – Drop in Session	1hr	EXSA201 - North Block	As Required – Wait-list available in Discover											
TRIM – Web Client Introduction	1hr	EXSA201 - North Block	As Required – Wait-list available in Discover											
Records and Information Management Fundamentals	2hrs	EXSA201 - North Block	As Required – Wait-list available in Discover											

For further information, please contact the Records Governance Services team on extension 15306 or email Records@newcastle.edu.au