



## Caterpillar Institute (VIC-TAS)

# JANUARY-JUNE

## 2010 Short Course Calendar

*“Developing excellence in quality training solutions to improve business performance”*



### General Training

We have developed a wide range of management, leadership and communication skills oriented courses. These courses can be customised to meet the skill level and specific requirements; ideal to help a staff member develop within a role, learn the skills necessary for a project or career progression.



#### Transition to Management

Transition to Management is a four-day short course specifically developed to provide team leaders and supervisors with the knowledge and skills they require when making the transition from team player to team leader. Further information is available on our website.

#### Sales Techniques

We now offer two courses in selling, an introductory and an advanced course. Both courses run for two days and can be fully customised to address specific requirements as well as match various skill levels and experience.

| Course Title                                  | January | February | March | April | May | June | Duration           | Location    |
|---|---------|----------|-------|-------|-----|------|--------------------|-------------|
| Promote Team Effectiveness                    |         | 15       |       |       |     |      | 2 consecutive days | Tullamarine |
| Transition To Management                      |         |          |       | 12    |     |      | 5 days             | Tullamarine |
| Introduction to Selling                       |         | 5        |       |       | 6   |      | 2 days             | Tullamarine |
| Meet the Gatekeeper - Advanced Selling Skills |         | 8        |       |       | 7   |      | 2 days             | Tullamarine |
| Identify Workplace Risks                      |         | 9        |       |       |     |      | 2 consecutive days | Tullamarine |
| Time Management                               |         | 11       |       | 8     | 12  | 8    | 2 consecutive days | Tullamarine |
| Develop Teams and Individuals                 |         |          | 25    |       | 17  |      | 2 consecutive days | Tullamarine |
| Maintain Workplace Safety                     |         | 22       | 11    |       |     |      | 2 consecutive days | Tullamarine |
| Counselling and Feedback                      |         | 25       |       |       | 27  |      | 1 day              | Tullamarine |
| Manage Budgets                                |         |          | 5     |       |     | 23   | 1 day              | Tullamarine |
| Leadership Skills                             |         |          | 17    |       |     | 17   | 1 day              | Tullamarine |
| Manage Teams                                  |         |          | 18    |       |     | 18   | 1 day              | Tullamarine |
| Dealing with People                           |         |          | 22    |       |     | 28   | 2 consecutive days | Tullamarine |
| Maintain Workpace Safety                      |         |          | 29    |       |     | 10   | 2 consecutive days | Tullamarine |
| Implement Workplace Relations                 |         |          |       | 21    |     |      | 2 consecutive days | Tullamarine |
| Identify Workplace Risks                      |         |          |       | 29    |     |      | 2 consecutive days | Tullamarine |
| Presentation Skills                           |         |          |       |       |     | 3    | 1 day              | Tullamarine |

### Technical Training

Competent, trained personnel are essential to gain maximum return from your investment in high technology capital equipment. Up-to-date knowledgeable staff will ensure maximum uptime of machines, minimise repair costs and enable the equipment to reach projected life spans. The short learning programmes are developed to ensure service technicians remain up to date with technical skills and current emerging technology.



#### Intermediate Hydraulics

This course is intended for Service Technicians responsible for the servicing, repair and maintenance of machines using the following hydraulic systems. Load Sensing Pressure Compensated (LSPC) systems, Proportional Priority Pressure Compensated (PPPC) systems, Hydraulic fan systems (hydrostatics), and Electro Hydraulic systems. This course covers, systems operations, testing and adjustments and troubleshooting of the systems listed.

#### Undercarriage

Intended for Service Tech's Product Support Rep's and Track press Operators Covers diagnosis, maintenance and repair of oval track and high track arrangement on Cat Equipment. Covers theory aspects and measuring requirements of Caterpillar track.

| Course Title   | January | February | March     | April       | May                                  | June | Duration           | Location    |
|--|---------|----------|-----------|-------------|--------------------------------------|------|--------------------|-------------|
| RM300/500 Rotary Mixer Service Training Course                       |         | 22       |           |             |                                      |      | 3 consecutive days | Tullamarine |
| Intermediate Hydraulics Service Training Course                      |         | 25       |           |             | 17                                   |      | 2 consecutive days | Tullamarine |
| Introduction to Diagnosing Electrical Faults Service Training Course |         |          | 2         |             |                                      |      | 1 day              | Tullamarine |
| M Series Motor Grader Service Training Course                        |         |          | 3         |             |                                      |      | 2 consecutive days | Tullamarine |
| Service Report Writing for William Adams Technicians                 |         |          | 9 Clayton | 28 Laverton | 19 Mildura & Swan Hill<br>25 Wodonga |      | 1 day              | Various     |
| Hydrostatic Systems Service Training                                 |         |          |           | 13          |                                      |      | 2 consecutive days | Tullamarine |
| H Series Medium Wheeled Loader Service Training                      |         |          |           | 19          |                                      |      | 2 consecutive days | Tullamarine |
| D Series Medium Excavator Service Training Course                    |         |          |           | 21          |                                      |      | 3 consecutive days | Tullamarine |
| T Series Tracked Type Tractor Service Training Course                |         |          |           |             | 20                                   |      | 2 consecutive days | Tullamarine |
| R2900G Underground Loader Service Training Course                    |         |          |           |             | 24                                   |      | 3 consecutive days | Tullamarine |
| 730 & 740 Articulated Dump Truck Service Training Course             |         |          |           |             | 26                                   |      | 3 consecutive days | Tullamarine |
| Electronic Technician Service Training Course                        |         |          |           |             | 31                                   |      | 1 day              | Tullamarine |
| Undercarriage Systems Service Training Course                        |         |          |           |             |                                      | 2    | 2 consecutive days | Tullamarine |
| AP655 Asphalt Paver Service Training Course                          |         |          |           |             |                                      | 7    | 3 consecutive days | Tullamarine |
| R Series Track Type Tractor Service Training Course                  |         |          |           |             |                                      | 10   | 2 consecutive days | Tullamarine |
| M300D Wheeled Excavator Service Training Course                      |         |          |           |             |                                      | 21   | 3 consecutive days | Tullamarine |
| AD45B/AD55B Underground Dump Truck Service Training                  |         |          |           |             |                                      | 28   | 3 consecutive days | Tullamarine |

### Workplace Training

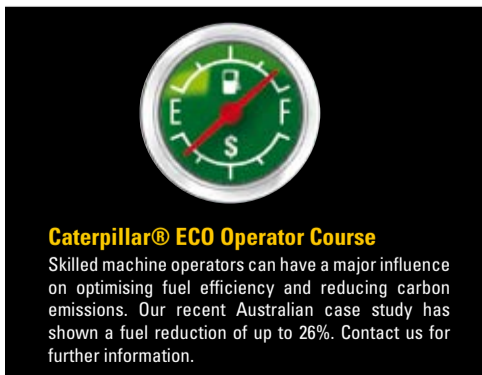
The workplace trainer programs are delivered at the institute's Tullamarine campus, William Adams sites in Tasmania and at regional facilities. Programs both long and short have the ability to be further customised to meet individual needs or job specific requirements.



| Course Title                           | January | February | March | April | May | June | Duration           | Location    |
|--|---------|----------|-------|-------|-----|------|--------------------|-------------|
| Certificate IV Training and Assessment |         | 17       |       |       |     |      | 15 days            | Tullamarine |
| Train the Trainer                      |         | 2        |       |       | 4   |      | 4 consecutive days | Tullamarine |

### Operator Training

Rapidly expanding technology demands that equipment operators must have a thorough understanding of machine systems to achieve maximum results. No longer is it enough to just have the right equipment, increasing the profit margin requires thorough knowledge on how to apply that equipment. The programs and facilitators aims are to provide operators with skill levels that will improve productivity, decrease downtime, reduce operating costs, and enhance safety.



#### Caterpillar® ECO Operator Course

Skilled machine operators can have a major influence on optimising fuel efficiency and reducing carbon emissions. Our recent Australian case study has shown a fuel reduction of up to 26%. Contact us for further information.

| Course Title                           | January | February | March | April | May       | June  | Duration           | Location |
|--|---------|----------|-------|-------|-----------|-------|--------------------|----------|
| Dump Truck Training                    | 14      | 18       | 19    | 15    | 13        | 10    | 1 day              | Clayton  |
| Plant Competency Card                  | 15      | 5, 19    | 5, 29 | 8, 19 | 7, 24, 31 | 4, 28 | 4 hours            | Clayton  |
| Construction Induction Course 21883VIC | 18      | 1, 22    | 1, 22 | 19    | 3         | 7, 21 | 1 day              | Clayton  |
| Motor Grader Training                  | 19      | 23       | 30    | 28    | 26        | 23    | 2 consecutive days | Clayton  |
| Skid Steer Training                    | 19      | 17       | 30    | 27    | 25        | 29    | 1 day              | Clayton  |
| Caterpillar® Eco Operator Training     | 21      | 4        | 4     | 1     | 6         | 3     | 1 day              | Clayton  |
| Excavator Training                     | 21      | 25       | 24    | 22    | 19        | 17    | 2 consecutive days | Clayton  |
| Forklift Training                      | 22      | 12       | 12    | 9     | 14        | 11    | 1 day              | Clayton  |
| Forklift Licence                       |         | 19       | 19    | 16    | 21        | 18    | 4 hours            | Clayton  |
| Wheel Loader Training                  |         | 8        | 17    | 12    | 10        | 8     | 1 day              | Clayton  |

#### INFORMATION AND BOOKING CONTACT DETAILS:

Technical, General and Workplace Training: Phone 03 9953 9544  
Operator Training: Phone 03 8561 8700

#### COURSE LOCATIONS:

Tullamarine Campus: 1 Caterpillar Drive, Tullamarine VIC 3043  
Clayton Campus: Level 1, 57 Nantilla Road, Clayton VIC 3168

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[www.caterpillarinstitute.com.au](http://www.caterpillarinstitute.com.au)

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