

Our Short Courses



Administration

Administrative Office Procedures
Archiving and Records Management
Event Planning
Executive and Personal Assistants
Facilitation Skills
Knowledge Management
Organisational Skills

Business

Business Acumen
Business Etiquette
Contract Management
Entrepreneurship
SharePoint 365 Essentials

Communication

Appreciative Inquiry
Business Writing
Collaborative Business Writing
Communication Strategies
Conflict Resolution
Creating a Great Webinar
Delivering Constructive Criticism
Developing a Lunch and Learn
Interpersonal Skills
Negotiation Skills
Networking Outside the Company
Networking Within the Company
Presentation Skills
Proposal Writing
Public Speaking
Telephone Etiquette

Customer Engagement

Call Centre Training
Customer Service
Handling a Difficult Customer
Conflict Resolution

Finance

Budgets and Financial Reports
Basic Bookkeeping
Managing Personal Finances

Health

Improving Mindfulness
Anger Management
Health and Wellness at Work
Improving Mindfulness
Increasing Your Happiness
Stress Management

Human Resources

Conducting Annual Employee Reviews
Developing Corporate Behaviour
Digital Citizenship
Employee Motivation
Employee Onboarding
Employee Recognition
Employee Recruitment
Employee Termination Processes
Hiring Strategies
Human Resource Management
Job Search Skills
Measuring Results from Training
Millennial Onboarding
Train the Trainer

I.T.

Cyber Security
Excel 2019 Advanced
Excel 2019 Essentials
Excel 2019 Expert

Leadership

Coaching and Mentoring
Change Management
Being A Likeable Boss
Developing New Managers
High Performance Teams Inside the Company
High Performance Teams Remote Workforce
Leadership and Influence
Manager Management
Middle Manager
Motivating Your Sales Team
Office Politics for Managers
Overcoming Sales Objections
Performance Management
Project Management
Supervising Others
Talent Management
Team Building for Managers

Teamwork and Team Building
Virtual Team Building and Management
Women in Leadership

Marketing

Internet Marketing Fundamentals
Marketing Basics
Media and Public Relations
Multi-Level Marketing
Personal Branding
Prospecting and Lead Generation
Sales Fundamentals
Top 10 Sales Secrets
Trade Show Staff Training

Personal Development

Critical Thinking
Attention Management
Improving Self-Awareness
Assertiveness and Self-Confidence
Body Language Basics
Creative Problem Solving
Developing Creativity
Emotional Intelligence
Goal Setting and Getting Things Done
Improving Self-Awareness
Learning Essentials
Personal Productivity
Social Intelligence
Social Learning
Taking Initiative
Time Management

Work Place

Civility in the Workplace
Generation Gaps
Managing Workplace Anxiety
Risk Assessment and Management
Safety in The Workplace
Social Media in the Workplace
Telework and Telecommuting
Workplace Diversity
Workplace Harassment
Workplace Violence

Other

WFP Active Shooter
Lean Process and Six Sigma