

Short Courses

Targeted Learning. Practical Skills. Real-World Application.

Not every learning need requires a full training programme. Sometimes you need to develop a specific skill, address a workplace challenge, or give your team a focused boost in a particular area.

Our **short courses are designed around targeted subjects**, providing practical, skills-based learning without the time commitment of extended study.

Focused on What You Need

Our courses cover a range of workplace and professional development topics, with content designed to be relevant to today's business environment.

Subjects may include:

- **Microsoft Office & Digital Skills** – focused development in Word, Excel, PowerPoint and other workplace technology.
- **AI for the Workplace** – practical introduction to using AI to support everyday business and administrative tasks.
- **Business Communication** – developing clear, professional and effective workplace communication.
- **Leadership & Professional Development** – preparing individuals to take on greater responsibility and develop their leadership capability.
- **Workplace Productivity** – practical approaches to working more efficiently and managing everyday responsibilities.
- **Problem-Solving & Critical Thinking** – developing the ability to analyse situations, identify solutions and make informed decisions.
- **Personal & Professional Effectiveness** – building confidence, self-discipline, adaptability and other essential workplace capabilities.

Practical From Start to Finish

Our short courses aren't designed simply to provide information. They are structured to help participants **understand, practise and apply** what they learn.

Where appropriate, real workplace examples and activities are incorporated into the learning so that participants can see how the skills relate to their own roles.

Designed for Busy Professionals

Short courses are ideal for organisations and individuals who need **focused learning without unnecessary content**.

Whether you're developing an individual skill, supporting a team, preparing employees for new responsibilities, or responding to changing workplace requirements, our targeted courses provide a flexible way to develop capability.

Learn what you need. Apply what you learn. Take the skill back to work.