



THE
Northern Sydney
Institute Part of TAFE NSW

Professional Development **Short Online** Programs

Designed to fit around your business needs





Give yourself the competitive edge in business. Whether you want to take your career to the next level or develop your team's capabilities, our online professional development short courses will empower you with the strategies and skills to succeed in the workplace.

PROFESSIONAL SKILLS

Our Professional Skills courses target key performance areas to improve your productivity and add value to your business.

COMPUTER SKILLS

Stay connected with our suite of Microsoft training programs to enhance your computer skills.

The Northern Sydney Institute, part of TAFE NSW, is one of Australia's leading providers of vocational training and tertiary education.

Tap into our wealth of experience and online resources as you join like-minded professionals in an innovative and pragmatic learning environment.

BUSINESS SKILLS

COURSE	COURSE NO.	COST
Time Management		
<i>Set goals and prioritise your time effectively after completing this relevant one-day course.</i>	25718	\$240
Strategic Planning		
<i>Plan, measure and forecast like an expert after this insightful one-day course.</i>	25787	\$700
Change Management – Making the Transition		
<i>Discover the essential principles and tools of how you can effectively lead change within your organisation.</i>	25804	\$370
Performance Management		
<i>Drive a high-performance culture that motivates employees and aligns to organisational goals in this leading-edge course on performance management.</i>	25783	\$490
Project Management Fundamentals		
<i>Master the terminology, processes and techniques of project management through this practical, hands-on course.</i>	25784	\$690
Managing your Sales Team		
<i>Harness the potential of your sales team with motivational and support strategies. Establish performance standard systems, plan objectives and drive your staff to success.</i>	25771	\$690

COMPUTER SKILLS

COURSE	COURSE NO.	COST
Microsoft Excel 2013/2010		
<i>Enhance your information presentation skills in this essential course. Learn to manage data, use advanced formatting, design, charts and graphs, master complex calculations, analyse data, use links and export in other file formats.</i>	25740	\$380
Microsoft Word 2013/2010		
<i>Learn to create and customise footnotes, outline and track changes, develop macros, graphics and formatting styles and editing through formatting tables and documents.</i>	25750	\$380
Microsoft PowerPoint 2013/2010		
<i>Learn the key skills of this powerful program through persuasive and professional presentations and master the PowerPoint potential.</i>	25739	\$380
Microsoft Outlook 2013/2010		
<i>Maximise your skills by utilising the potential of Microsoft Outlook to manage your communications and workflows.</i>	25752	\$380

HOW TO REGISTER

For registration, enrolment details and course enquiries:



nsi.onlinecourses@tafensw.edu.au



02 9448 4518



nsi.edu.au/studyonline

