



Centre for Office Productivity

*because there is always
an easier, better and
faster way to work.*





Skills for Business in the Digital Age

because there is always an easier, better and faster way.

 (02) 4724 9000

IT and Digital Courses



Accredited Training

Nepean Community College is a Registered Training Organisation (RTO ID 1223).

Computers : Access Level 1

Microsoft Access Level 1 is designed for those who need to know how to create databases with reports and queries and to manipulate this data to provide viable information.

ICTICT210 Operate database applications

FSKDIG01 Use digital technology for basic workplace tasks

WESTFIELD PENRITH WEEKEND

Sunday 19 May 2019, 9:30 am to 5:30 pm

Duration: 1 Day, \$152 Workshop, no concession

WESTFIELD PENRITH

Tuesday 21 May 2019, 9:30 am to 5:30 pm

Duration: 1 Day, \$152 Workshop, no concession

Computers : Bookkeeping with MYOB

If you already have bookkeeping and computer knowledge but want to upskill and include MYOB in your list of achievements, this is the course for you.

BSBFIA401 Prepare financial reports

BSBFIA301 Maintain financial records

FSKDIG03 Use digital technology for routine workplace tasks

WESTFIELD PENRITH

Monday 6 May 2019, 6:30 pm to 8:30 pm

Duration: 8 Weeks, \$320 Must have bookkeeping and computer knowledge

WESTFIELD PENRITH

Monday 6 May 2019, 9:15 am to 11:15 am

Duration: 8 Weeks, \$320 Must have bookkeeping and computer knowledge

WESTFIELD PENRITH WEEKEND

Saturday 1 June 2019, 9:00 am to 5:30 pm

Duration: 2 Weeks, \$340 Must have bookkeeping & computer knowledge. Workshop, no concession

Computers : Create Presentations

Using MS Powerpoint to create dynamic slideshows with animation, images and transitions. Learn how to balance your presentation for visual impact and emphasis. Revamp the family slide night with an electronic presentation that runs automatically while you relax. Basic computer knowledge required.

FSKDIG02 Use digital technology for simple workplace tasks

BSBITU312 Create electronic presentations

WESTFIELD PENRITH

Wednesday 29 May 2019, 10:00 am to 4:00 pm

Duration: 1 Day, \$114 Workshop, no concession

Computers : Desktop Publishing Beginners

For those with pressing time commitments, this workshop will introduce you to Microsoft Publisher. This is a great tool for creating many unusual documents that are hard to manage in other programs, such as greeting cards, business cards and newsletters. Basic computer experience required.

BSBITU309 Produce desktop published documents

FSKDIG02 Use digital technology for simple workplace tasks

WESTFIELD PENRITH

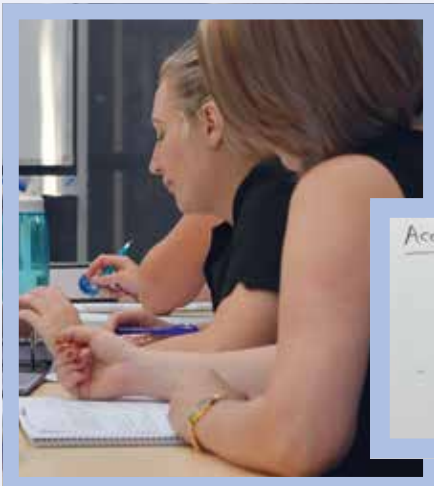
Wednesday 15 May 2019, 10:00 am to 4:00 pm

Duration: 1 Day, \$114 Workshop, no concession

WESTFIELD PENRITH WEEKEND

Saturday 18 May 2019, 10:00 am to 4:00 pm

Duration: 1 Day, \$114 Workshop, no concession



TECH SAVVY SMALL BUSINESS. NSW GOVERNMENT SUBSIDISED TRAINING.



IT and Digital Courses



Accredited Training

Nepean Community College is a
Registered Training Organisation (RTO ID 1223).

Computers : Excel Beginners

Learn to use MS Excel 2010 to your advantage by developing your own formulas and applying principles of designing in your spreadsheets

BSBITU212 Create and use spreadsheets

FSKDIG01 Use digital technology for basic workplace tasks

WESTFIELD PENRITH

Tuesday 14 May 2019, 9:30 am to 5:30 pm

Duration: 1 Day, \$152 Workshop, no concession

KATOOMBA CENTRE

Saturday 1 June 2019, 9:30 am to 5:30 pm

Duration: 1 day, \$152 Workshop, no concessions

WESTFIELD PENRITH WEEKEND

Sunday 2 June 2019, 9:30 am to 5:30 pm

Duration: 1 Day, \$152 Workshop, no concession

Computers : Excel Intermediate

This course will provide you with the skills and knowledge to produce effective spreadsheet for your business or personal use. this course covers formulae, functions, intricate formatting and charting and complex printing options

FSKDIG02 Use digital technology for simple workplace tasks

BSBITU212 Create and use spreadsheets

WESTFIELD PENRITH

Tuesday 28 May 2019, 9:30 am to 5:30 pm

Duration: 1 Day, \$152 Workshop, no concession

WESTFIELD PENRITH WEEKEND

Sunday 16 June 2019, 9:30 am to 5:30 pm

Duration: 1 Day, \$152 Workshop, no concession

Computers : Excel Advanced

Is your business ready to take it's spreadsheet to the next level? This course will cover spreadsheet development and include linked spreadsheet solutions, automation and standardisation of spreadsheet operation, data import and export and graphing using numerical data.

FSKDIG03 Use digital technology for routine workplace tasks

BSBITU402 Develop and use complex spreadsheets

WESTFIELD PENRITH

Tuesday 11 June 2019, 9:30 am to 5:30 pm

Duration: 1 Day, \$152 Workshop, no concession

WESTFIELD PENRITH WEEKEND

Sunday 30 June 2019, 9:30 am to 5:30 pm

Duration: 1 Day, \$152 Workshop, no concession

Computers : Introduction to Xero

In this introductory course you will learn invoice, bank reconciliation, contacts, inventory, quotes, expense claims and reporting and formulating BAS statements using Xero Accounting Software.

BSBFIA401 Prepare financial reports

BSBFIA301 Maintain financial records

FSKDIG03 Use digital technology for routine workplace tasks

WESTFIELD PENRITH

Monday 6 May 2019, 6:30 pm to 8:30 pm

Duration: 8 Weeks, \$320

Computers : MS Office Productivity Skills

If you've decided to get back into the workforce or are wanting to upskill then this course is for you. Microsoft Office is a computer package which includes a variety of programs. This course includes many keyboarding shortcuts and will help familiarise you with the most common MS Office products: Word, Excel, PowerPoint and Microsoft Publisher. Basic computer experience preferred.

BSBITU211 Produce digital text documents

BSBITU212 Create and use spreadsheets

BSBITU312 Create electronic presentations

BSBITU309 Produce desktop published documents

BSBITU306 Design and produce business documents

KATOOMBA CENTRE

Monday 6 May 2019, 2:00 pm to 4:00 pm

Duration: 12 weeks, \$320

WESTFIELD PENRITH

Tuesday 7 May 2019, 6:30 pm to 8:30 pm

Duration: 12 Weeks, \$320

WESTFIELD PENRITH

Thursday 6 June 2019, 10:00 am to 4:00 pm

Duration: 4 Weeks, \$320

WESTFIELD PENRITH WEEKEND

Saturday 15 June 2019, 10:00 am to 4:00 pm

Duration: 4 Weeks, \$320 Workshop, no concession

Computers : MS Word Beginners

MS Word is a popular and most powerful Word Processing application. In this course you will learn how to use it's tools to digitally produce documents that are suitable in a workplace context.

FSKDIG01 Use digital technology for basic workplace tasks

BSBITU211 Produce digital text documents

WESTFIELD PENRITH

Wednesday 5 June 2019, 10:00 am to 4:00 pm

Duration: 1 Day, \$114 Workshop, no concession

WESTFIELD PENRITH WEEKEND

Sunday 9 June 2019, 10:00 am to 4:00 pm

Duration: 1 Day, \$114 Workshop, no concession

Computers : MS Word Intermediate

Microsoft Word is a popular and powerful Word Processing application. This course aims to enhance existing Microsoft Word skills by covering more specific documentation creation aspects such as working with multiple documents, formatting in tables, styles, merging and working with pictures and illustrations.

FSKDIG02 Use digital technology for simple workplace tasks

BSBITU313 Design and produce digital Text documents

WESTFIELD PENRITH

Wednesday 12 June 2019, 10:00 am to 4:00 pm

Duration: 1 Day, \$114 Workshop, no concession

WESTFIELD PENRITH WEEKEND

Sunday 16 June 2019, 10:00 am to 4:00 pm

Duration: 1 Day, \$114 Workshop, no concession

Computers : Pages

Pages is a word processor developed by Apple, and is part of the iWork productivity suite. During this workshop you will learn how to use the key functions of this software.

BSBITU211 Produce digital text documents

FSKDIG01 Use digital technology for basic workplace tasks

WESTFIELD PENRITH

Wednesday 19 June 2019, 10:00 am to 4:00 pm

Duration: 1 Day, \$114 Workshop, no concession

Touch typing

Learning how to touch type is a crucial skill in today's technical world. this course will introduce you the touch typing method and assist you to develop your speed and accuracy

BSBITU307 Develop keyboarding speed and accuracy

WESTFIELD PENRITH

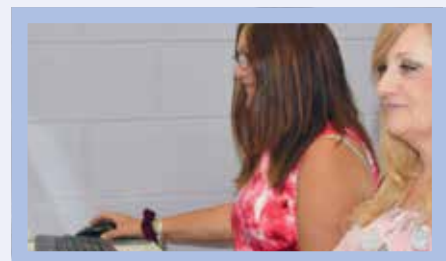
Thursday 9 May 2019, 10:00 am to 12:00 pm

Duration: 8 Weeks, \$195

WESTFIELD PENRITH

Thursday 9 May 2019, 6:30 pm to 8:30 pm

Duration: 8 Weeks, \$195



LESS THAN 20 EMPLOYEES? WE HAVE FUNDING TO HELP YOU UP SKILL YOUR STAFF.

Work Related Courses

Come Alive with Colour

Learn how to project confidence and master the art of illusion through colour and contrast. You will discover your best clothing and makeup colours so that you will look healthy and bright. Your clothes will co-ordinate and you will save time and money.

WESTFIELD PENRITH WEEKEND

Saturday 1 June 2019, 9:00 am to 1:00 pm

Duration: 1 Day, \$73 Workshop, no concession

Debating and Public Speaking

Learn debating and Public Speaking skills to improve your confidence, critical thinking and professional presentation skills.

PENRITH HIGH SCHOOL

Tuesday 7 May 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179

Dress to Impress : Men Only

Looking good makes you feel good. Spend a day learning how to choose clothes and accessories that compliment your body shape, image and colouring so that you look more confident, streamlined and in proportion. Learn how to buy clothes and suits that fit correctly and how to develop a wardrobe to suit your lifestyle and budget. Included in the cost of this workshop is the "Suit Yourself" workbook.

WESTFIELD PENRITH WEEKEND

Saturday 25 May 2019, 9:00 am to 3:00 pm

Duration: 1 Day, \$124 Workshop, no concession



How to Manage a Bed and Breakfast

There is an extraordinary change in the bed and breakfast industry – Learn where the changes exist. Earning money from your home by listing with international reservation platforms like Airbnb, Stayz is very affordable as there is very little capital outlay. This course shows you what you need to furnish your spare room/s for guest use, how to manage breakfast and how to set the room rate, about local government regulations, tax obligations, fire safety and public liability cover. This course is very comprehensive and deals with all issues as they apply to responsible hosting. Your tutor Stewart Whyte who is an internationally published author, has just had a book published on this subject that will be available at the end of the course.

WESTFIELD PENRITH WEEKEND

Saturday 29 June 2019, 10:00 am to 2:00 pm

Duration: 1 Day, \$160 Workshop, no concession

Interview Skills

First impressions are lasting and, no matter what you know, you need to present the best of yourself at the interview. This workshop will give you some tips to make that first impression, how to build rapport in the interview, develop a framework for responding to the questions and knowing how to answer that difficult question.

WESTFIELD PENRITH

Friday 7 June 2019, 12:00 pm to 2:00 pm

Duration: 1 Day, \$36

Marketing and Sales Techniques

Would you like to make a bigger impact in your marketing or sales life? You may be a representative, small or home business owner or just looking to start in a position that requires the knowledge of sales and marketing skills. If you want to be successful in these skills, come to this course and discover the techniques to keep you ahead of the competition.

PENRITH HIGH SCHOOL

Tuesday 7 May 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$195



Self-confidence and Public Speaking

This course will give you a better understanding of your strengths and your motivations whilst increasing your self-confidence and belief in yourself. You will also discover some techniques for effective public speaking using your voice, body language and speech.

WESTFIELD PENRITH

Thursday 9 May 2019, 6:30 pm to 8:30 pm

Duration: 8 Weeks, \$179

Simply Stylish : Your Ideal Silhouette

Learn how to understand your figure, where to camouflage your imperfections and how to improve your silhouette. Your figure will be analysed and your best clothing styles will be identified. You will receive a print out of your personal body shape analysis and a workbook valued at \$40 is included in the cost of the course. Workshop no concessions.

WESTFIELD PENRITH WEEKEND

Saturday 15 June 2019, 9:00 am to 1:00 pm

Duration: 1 Day, \$115 Workshop, no concession

Starting up your own home based business

This is an introductory course about setting up your own business. You will organise your business ideas and use your organisational skills to plan and research your business and evaluate your competitors. You will also research marketing and advertising ideas as well as the registrations and approvals required to run a successful business.

WESTFIELD PENRITH WEEKEND

Saturday 8 June 2019, 9:30 am to 4:30 pm

Duration: 3 Weeks, \$235 Workshop, no concession

Typing Test

One hour typing tests by appointment only, please call 4724 9000

WESTFIELD PENRITH

Duration: 1 lesson, \$55 Phone to Register

What to Wear

Do you have a wardrobe full of clothes, but never seem to have anything to wear? Perhaps you are entering or re-entering the workforce or just need a change of image. Learn how to choose clothing to enhance your figure and the image you wish to project at work and for leisure. We will also look at how to plan a wardrobe to suit your budget, needs and accessories and what is suitable attire for a variety of occasions. No concessions.

WESTFIELD PENRITH WEEKEND

Saturday 18 May 2019, 9:00 am to 3:00 pm

Duration: 1 Day, \$84 Workshop, no concession



Work Related Courses



Accredited Training

Nepean Community College is a Registered Training Organisation (RTO ID 1223).

Bookkeeping for Small Business

This course will teach you the basic principles of bookkeeping necessary for small business, including GST. The emphasis will be on preparing a full set of manual accounting records and taking these through to Profit and Loss.

BSBFIA301 Maintain financial records

BSBFIA303 Process accounts payable and receivable

BSBFIA304 Maintain a general ledger

WESTFIELD PENRITH

Monday 6 May 2019, 6:30 pm to 8:30 pm

Duration: 8 Weeks, \$195

Customer Service - Beginners

Everyone in business needs customer service skills so why not take this course to brush up on your skills in identifying customer needs, delivering and monitoring your customer service and identifying improvements that could be made to the benefit of your business and your customers?

BSBCUS301 Deliver and monitor a service to customers

KATOOMBA CENTRE

Saturday 25 May 2019, 10:00 am to 4:00 pm

Duration: 1 Day, \$114 Workshop, No Concession

Plan and organise a meeting

Be sure to comply with legislation when running your next meeting. This course will guide you through legal and ethical requirements, meeting arrangements, and meeting documentation including minute taking.

BSBADM405 Organise meetings

PENRITH HIGH SCHOOL

Monday 6 May 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179

WHS Refresher Course

Work health and Safety is crucial in every business. Ensure your staff understand the basics of WHS to keep your workplace, your employees and your customers, healthy and safe in day to day dealings and in emergency situations.

BSBWHS201 Contribute to health and safety of self and others

KATOOMBA CENTRE

Saturday 8 June 2019, 10:00 am to 4:00 pm

Duration: 1 Day, \$114 Workshop, no concession

FULLY FUNDED TRAINING FOR SMALL BUSINESS

some things our customers have said...

focussed

hands on

freedom to ask

opened a universe

laughs and new skills

simple and clear

super easy to understand

TECH SAVVY SMALL BUSINESS

Tech Savvy Small Business is subsidised by the NSW Government to bring the power of Community College to Small Business.

Mix and match programs or call for a custom build to grow your business.

ACCREDITED COURSES

Call now on 4724 9000

READY TO REGISTER? SEE PAGES 30 - 31 FOR REGISTRATION FORM

Full Qualification Programs



Accredited Training

Nepean Community College is a Registered Training Organisation (RTO ID 1223).

FULL QUALIFICATIONS AVAILABLE

Certificate I in Access to Vocational Pathways (FSK10113)

Certificate I in Business (BSB10115)

Certificate I in Information, Digital Media and Technology (ICT10115)

Certificate I in Skills for Vocational Pathways (FSK10213)

Certificate II in Business (BSB20115)

Certificate II in Skills for Work and Vocational Pathways (FSK20113)

Certificate III in Business Administration (BSB30415)

Certificate III in Individual Support (CHC33015)

Certificate IV in Business Administration (BSB40515)

Certificate IV in Disability (CHC43115)

Certificate IV in New Small Business (BSB42618)

Certificate III in Individual Support

This qualification, Certificate III in Individual Support CHC33015, is suitable for support workers who work in a community and/or residential setting as well as those who support people with a disability. If you follow an individualised plan to provide person-centred support to people who may require support, this course is for you. To achieve this qualification, you must complete at least 120 hours of work in a suitable agency or support group home.

HLTWHS002 Follow safe work practices for direct client care

CHCCS015 Provide individualised support

CHCCOM005 Communicate and work in health or community services

CHCDIV001 Work with diverse people

HLTAAP001 Recognise healthy body systems

CHCCS023 Support independence and wellbeing

CHCDIS001 Contribute to ongoing skills development using a strengths-based approach

CHCDIS002 Follow established person-centred behaviour supports

CHCADV001 Facilitate the interests and rights of clients

CHCDIS003 Support community participation and social inclusion

CHCDIS007 Facilitate the empowerment of people with disability

CHCLEG001 Work legally and ethically

CHCGRP001 Support group activities

WESTFIELD PENRITH

Wednesday 8 May 2019, 9:00 am to 5:00 pm

Duration: 26 Weeks, \$1450 2 days per week. If this is your second Full Qualification the standard fee is \$1750

Certificate IV in Disability

This qualification, Certificate IV in Disability CHC43115, will give you the skills to train and support and empower the person with a disability to achieve greater levels of independence, self-reliance, community participation and well being. You will gain the knowledge to promote a person-centred approach for the person with a disability and the skills to supervise and/or co-ordinate a small team.

To achieve this qualification, you must complete at least 120 hours of work in a suitable agency or support group home.

HLTWHS002 Follow safe work practices for direct client care

CHCCS015 Provide individualised support

CHCDIS002 Follow established person-centred behaviour supports

CHCDIS005 Develop and provide person-centred service responses

CHCDIS007 Facilitate the empowerment of people with disability

CHCDIS008 Facilitate community participation and social inclusion

CHCDIS009 Facilitate ongoing skills development using a person-centred approach

CHCDIS010 Provide person-centred services to people with disability with complex needs

CHCDIV001 Work with diverse people

CHCLEG003 Manage legal and ethical compliance

HLTWHS002 Follow safe work practices for direct client care

CHCADV001 Facilitate the interests and rights of clients

CHCCS023 Support independence and wellbeing

CHCCS011 Meet personal support needs

WESTFIELD PENRITH

Wednesday 8 May 2019, 9:00 am to 5:00 pm

Duration: 20 Weeks, \$1990 2 Days a week (Wed & Thu)

REGISTER



Contact Us & Complete Your Registration Form (page 31)

CONNECT



Let us confirm your choice is the best course for you and confirm your fee & subsidies

COMMIT



Complete your Enrolment and get ready to start your journey.



Call 4724 9000



or go to www.ncc.nsw.edu.au

RTO ID 1223

NEED TO UP SKILL OR CHANGE COURSE IN YOUR LIFE? TRY ONE OF OUR FULL QUALIFICATIONS



Full Qualification Programs



Accredited Training

Nepean Community College is a
Registered Training Organisation (RTO ID 1223).

Certificate I in Information, Digital Media & Technology

Certificate I in Information, Digital Media & Technology (ICT10115) will provide you with the skills and knowledge to safely perform foundation digital literacy tasks using a personal computer and a range of software applications and digital devices. This Qualification will assist you with obtaining an entry level job as a clerical or administrative worker in IT.

ICTICT101 Operate a personal computer
ICTICT102 Operate word-processing applications
ICTICT105 Operate spreadsheet applications
ICTICT106 Operate presentation packages
ICTICT103 Use, communicate and search securely on the internet
ICTICT104 Use digital devices

WESTFIELD PENRITH

Wednesday 8 May 2019, 10:00 am to 4:00 pm

Duration: 10 weeks, \$0

Certificate II in Business

This qualification is aimed at those who are employed in, or wishing to be employed in an administrative position performing a range of mainly routine tasks. To achieve the full qualification, BSB20115 Certificate II in Business, you must complete the 12 units. These include communication skills, working in a team, WHS, using business equipment, customer service and prioritising work tasks.

BSBITU211 Produce digital text documents
BSBWSH201 Contribute to health and safety of self and others
BSBADM101 Use business equipment and resources
BSBIND201 Work effectively in a business environment
BSBCMM201 Communicate in the workplace
BSBINM202 Handle mail
BSBINM201 Process and maintain workplace information
BSBCUS201 Deliver a service to customers
BSBWOR202 Organise and complete daily work activities
BSBITU213 Use digital technologies to communicate remotely
BSBITU212 Create and use spreadsheets
BSBWOR203 Work effectively with others

WESTFIELD PENRITH

Monday 6 May 2019, 9:30 am to 3:30 pm

Duration: 16 Weeks, \$880 If this is your second

Full Qualification the standard fee is \$1050

Certificate IV in Business Administration

You already have well-developed administrative skills however if you need to develop skills in organising meetings and administering projects, maintaining business resources and developing your team's skills, this course, Certificate IV in Business Administration (BSB40515) is the correct choice for you. This course is aimed at people in a leadership role or those aspiring to be a leader.

BSBCUS402 Address customer needs
BSBCUS401 Coordinate implementation of customer service strategies
BSBWRT401 Write complex documents
BSBITU401 Design and develop complex text documents
BSBCMM401 Make a presentation
BSBADM405 Organise meetings
BSBADM407 Administer projects
BSBINN301 Promote innovation in a team environment
BSBITS411 Maintain and implement digital technology
BSBITA411 Design and develop relational databases

WESTFIELD PENRITH

Thursday 9 May 2019, 10:00 am to 4:00 pm

Duration: 26 Weeks, \$1580 If this is your second
Full Qualification the standard fee is \$1850

Certificate IV in New Small Business

Certificate IV in New Small Business (BSB42618) consists of 4 core and 6 elective units. To obtain this qualification it is necessary to complete all 10 units. You may have your job specific skills but like many Small Business people you lack well-rounded business management skills. This training is a blend of face to face and self-paced learning with ongoing support by your trainer.

BSBCUS402 Address customer needs
BSBSMB401 Establish legal and risk management requirements of small business
BSBSMB404 Undertake small business planning
BSBSMB423 Create a digital technology plan for small business
BSBSMB403 Market the small business
BSBREL402 Build client relationships and business networks
BSBSMB421 Manage small business finances
BSBFIA412 Report on financial activity
BSBSMB407 Manage a small team
BSBITU401 Design and develop complex text documents

WESTFIELD PENRITH

Tuesday 7 May 2019, 6:00 pm to 9:00 pm

Duration: 40 Weeks, \$1580 If this is your second
Full Qualification the standard fee is \$1850



**CALL US TO
REGISTER
YOUR INTEREST
Ph: 4724 9000**

Seminars and Workshops

Business blogging

No matter what kind of company you have, you need to be blogging. Even if you don't consider yourself a writer or blogger, it's essential because your business blog offers another touch point with your customers. It's easy to do and there are several good reasons you should do it. Workshop no concessions.

WESTFIELD PENRITH

Monday 13 May 2019, 10:00 am to 1:00 pm

Duration: 1 Lesson, \$50 Phone to Register

Facebook for Business

More than 1 billion people use Facebook, marketing on Facebook will help your business to create relationships and find new customers. Learn how to deliver your message to the right audience and improve your brand awareness online by creating engaging and compelling advertisements that will reach the right audience. Workshop no concessions.

WESTFIELD PENRITH

Tuesday 4 June 2019, 10:00 am to 1:00 pm

Duration: 1 Lesson, \$50

Fast & Fearless Information Products

Developing your own information products (infoproducts) is one of the fastest ways to create new income streams. Infoproducts like eBooks, video courses, and audio courses offer a way to help your target audience with informational content that gives them solutions to their problems. By publishing these products, you not only earn money, but also spread awareness of your brand and build a relationship with your audience, which can lead to more sales down the road. Through these products, you demonstrate your expertise in your niche and your intention to help people.

WESTFIELD PENRITH

Tuesday 18 June 2019, 10:00 am to 1:00 pm

Duration: 1 Lesson, \$50 Phone to Register

How to attract and engage with visuals

In today's world of content overwhelm online, visuals can make all the difference to whether someone looks at your content or not. People love visuals because they have an immediate emotional impact and they're easy to take in at a glance. No matter what industry you're in, visual content should be an important component of your content marketing strategy. Workshop no concessions.

WESTFIELD PENRITH

Tuesday 14 May 2019, 10:00 am to 1:00 pm

Duration: 1 Lesson, \$50 Phone to Register

How to build an email list from scratch

In this course, you'll learn exactly what you need to do to build a targeted email list from scratch. You'll put automated systems in place to attract potential clients on a consistent basis. You'll discover the best ways to find your ideal subscribers, as well as how to entice them to provide their email details. And by the time you've finished the course, you'll have a detailed plan to use your growing email list to get your business on track and achieve the results you want. Workshop no concessions.

WESTFIELD PENRITH

Tuesday 21 May 2019, 10:00 am to 1:00 pm

Duration: 1 Lesson, \$50 Phone to Register

How to create a realistic content marketing plan

Creating content isn't done on the fly. Small business owners don't get struck by inspiration and crank out blog posts that magically turn leads into customers. Successful content marketers have a process they use to plan their content over the long-term for sustainable results. To count yourself among their ranks, you need a content marketing plan, and this course will teach you step-by-step how to create and implement one that you can realistically commit to. Workshop no concessions.

WESTFIELD PENRITH

Tuesday 28 May 2019, 10:00 am to 1:00 pm

Duration: 1 Lesson, \$50 Phone to Register

How to create an online course

The benefits of online courses are extraordinary, both for your business and for your clients. Online courses have revolutionised learning, and with all the amazing and affordable tools and technology available to us today, there's never been an easier and better time to create your own online training program. Workshop no concessions.

WESTFIELD PENRITH

Monday 8 July 2019, 10:00 am to 1:00 pm

Duration: 1 Lesson, \$50 Phone to Register

Instagram for Business

With over 500 million active accounts, Instagram is a highly engaged online community that has the capacity to reach your audience. You can promote your brand and products directly to your customers through creative images and videos to drive your businesses sales and enhance your online presence. Workshop no concessions.

WESTFIELD PENRITH

Tuesday 25 June 2019, 10:00 am to 1:00 pm

Duration: 1 Lesson, \$50 Phone to Register

Know your customer

Whether starting a business or trying to grow and expand your existing business, there is a great deal of research involved. The most successful business owners understand the importance of staying on top of industry trends and keeping an ear to the ground at all times. Businesses spend a great deal of time researching their competitors in order to give themselves an edge. But with all of this research, you may be missing the most important piece of the puzzle – your customer. Workshop no concessions.

WESTFIELD PENRITH

Monday 20 May 2019, 10:00 am to 1:00 pm

Duration: 1 Lesson, \$50 Phone to Register

LinkedIn for Business

Establishing a presence for your business on LinkedIn is an excellent way to build your brand awareness. Create a profile that will allow your business to connect with new networks as you join the over 53 million users currently on LinkedIn. Workshop no concessions.

WESTFIELD PENRITH

Duration: Single Session, \$100 This is a one to one workshop. Phone to book an appointment.

MIX & MATCH PROGRAMS OR CALL FOR A CUSTOM BUILD TO GROW YOUR BUSINESS

Seminars and Workshops

Magnetic Content

Consistently Create Content that Attracts & Engages Your Market. There are five keys to creating a solid content creation and publishing system, and you're going to learn these five keys in this workshop. By the end, you'll have a system in place to get started. Workshop no concessions.

WESTFIELD PENRITH

Monday 20 May 2019, 10:00 am to 1:00 pm

Duration: 1 Lesson, \$50 Phone to Register

Mailchimp

In this course, you will be shown step by step how to use Mailchimp to create stylish emails and newsletters to send out to your customers. Workshop no concessions.

WESTFIELD PENRITH

Duration: Single Session, \$100 This is a one to one workshop. Phone to book an appointment.

WESTFIELD PENRITH

Monday 27 May 2019, 10:00 am to 1:00 pm

Duration: 1 Lesson, \$50 Phone to Register

Mind Mapping for Business

In this course you will identify the benefits of using mind maps. Mind maps enable you to manage and organise information both on a personal and business level as well as planning and brainstorming and problem solving. Mind maps can even be used to design and plan websites. This tool is essential in your business and personal life. Workshop no concessions.

WESTFIELD PENRITH

Monday 3 June 2019, 10:00 am to 1:00 pm

Duration: 1 Lesson, \$50 Phone to Register

Pinterest for Business

Use Pinterest to get discovered by millions of people looking for things to plan, buy and do. Pinterest is a great platform to showcase your business products discovered by millions of users and increase your brand awareness. Workshop no concessions.

WESTFIELD PENRITH

Duration: Single Session, \$100 This is a one to one workshop. Phone to book an appointment.

Plan, shoot & edit the Interview

During this course you will learn the structures of commercial interview techniques used in business. Techniques in planning, shooting & editing the interview for business.

KATOOMBA CENTRE

Saturday 11 May 2019, 10:00 am to 1:00 pm

Duration: 8 Weeks, \$322

Protect your online reputation

Online reputation management, also called ORM, refers to building, improving, or restoring your brand's name on the Internet. It means taking control of your reputation online by employing various strategies that are both proactive and reactive (for any damage control needed). Whether tackling negative Google search results, removing risky personal information on social media, or eliminating troubling images that shouldn't be online, ORM is essential to any brand's image. Workshop no concessions.

WESTFIELD PENRITH

Monday 10 June 2019, 10:00 am to 1:00 pm

Duration: 1 Lesson, \$50 Phone to Register

Rapid Results Marketing Formula

This course will help you to see some results from your marketing efforts, and to see them quickly. It will guide you away from the tendency to jump on the latest marketing trends and the typical desire to work on several marketing strategies at once. Instead, it will help you focus on one short-term goal and strategy that makes the most sense for your business, so that you can put all your energy into that and follow it through to success. Workshop no concessions.

WESTFIELD PENRITH

Monday 17 June 2019, 10:00 am to 1:00 pm

Duration: 1 Lesson, \$50 Phone to Register

Social Media Engagement Strategies

Do you want to build a rock solid Social Media Presence that can't be ignored? How to build interaction and deepen relationships with your customers and followers on social media. Workshop no concessions.

WESTFIELD PENRITH

Monday 24 June 2019, 10:00 am to 1:00 pm

Duration: 1 Lesson, \$50 Phone to Register

Website Content

How to make the pages of your website work for you. Did you know that people research before they buy or connect with you? This is why you need to make sure that the content you put on your site will help them determine that you are the right person for them. It is very important that your content provides the right message to your readers so they can identify you as the expert in your industry. Workshop no concessions.

WESTFIELD PENRITH

Tuesday 11 June 2019, 10:00 am to 1:00 pm

Duration: 1 Lesson, \$50 Phone to Register

Website Optimisation

Learn the basics of Search Engine Optimisation and Conversion Optimisation to empower you to make changes to your website that will improve search rankings, increase qualified traffic and lead to more sales. Workshop no concessions.

WESTFIELD PENRITH

Monday 1 July 2019, 10:00 am to 1:00 pm

Duration: 1 Lesson, \$50 Phone to Register