



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

FSKDIG001 Use digital technology for short and basic workplace tasks

WESTFIELD PENRITH

Tuesday 11 February 2020, 9:30 am to 5:30 pm

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

WESTFIELD PENRITH WEEKEND

Sunday 16 February 2020, 9:30 am to 5:30 pm

Duration: 1 Day, \$152 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

FSKDIG002 Use digital technology for routine and simple workplace tasks

WESTFIELD PENRITH

Wednesday 4 March 2020, 10:00 am to 4:00 pm

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

WESTFIELD PENRITH WEEKEND

Saturday 11 April 2020, 10:00 am to 4:00 pm

Duration: 1 Day, \$114 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.

FSKDIG003 Use digital technology for non-routine workplace tasks

BSBITU402 Develop and use complex spreadsheets

WESTFIELD PENRITH

Tuesday 17 March 2020, 9:30 am to 5:30 pm

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

WESTFIELD PENRITH WEEKEND

Sunday 5 April 2020, 9:30 am to 5:30 pm

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

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

FSKDIG001 Use digital technology for short and basic workplace tasks

WESTFIELD PENRITH

Tuesday 18 February 2020, 9:30 am to 5:30 pm

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

KATOOMBA CENTRE

Saturday 29 February 2020, 9:30 am to 5:30 pm

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

WESTFIELD PENRITH WEEKEND

Sunday 8 March 2020, 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, conditional formatting, charting and complex printing options

FSKDIG002 Use digital technology for routine and simple workplace tasks

BSBITU314 Design and produce spreadsheets

WESTFIELD PENRITH

Tuesday 3 March 2020, 9:30 am to 5:30 pm

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

WESTFIELD PENRITH WEEKEND

Sunday 22 March 2020, 9:30 am to 5:30 pm

Duration: 1 Day, \$152 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.

FSKDIG001 Use digital technology for short and basic workplace tasks

BSBITU211 Produce digital text documents

WESTFIELD PENRITH WEEKEND

Sunday 23 February 2020, 10:00 am to 4:00 pm

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

WESTFIELD PENRITH

Wednesday 11 March 2020, 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 : Office Skill Set

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 Office products: Word, Excel, PowerPoint and Microsoft Publisher. Basic computer experience preferred.

BSBITU313 Design and produce digital Text documents

BSBITU314 Design and produce spreadsheets

BSBITU312 Create electronic presentations

BSBITU309 Produce desktop published documents

BSBITU306 Design and produce business documents

KATOOMBA CENTRE

Monday 10 February 2020, 2:00 pm to 4:00 pm

Duration: 12 weeks, \$320

WESTFIELD PENRITH

Tuesday 11 February 2020, 6:30 pm to 8:30 pm

Duration: 12 Weeks, \$320

WESTFIELD PENRITH

Thursday 12 March 2020, 10:00 am to 4:00 pm

Duration: 4 Weeks, \$320

WESTFIELD PENRITH WEEKEND

Saturday 14 March 2020, 10:00 am to 4:00 pm

Duration: 4 Weeks, \$320 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

FSKDIG001 Use digital technology for short and basic workplace tasks

WESTFIELD PENRITH

Wednesday 19 February 2020, 10:00 am to 4:00 pm

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

Computers : Powerpoint Workshop

Using Microsoft PowerPoint, learn the tools to create dynamic slideshows with animation, adding pictures, clipart and content from the Internet. PowerPoint is also useful for those who wish to display their digital photos in a slide-show format. Basic computer experience preferred.

BSBITU312 Create electronic presentations

FSKDIG002 Use digital technology for routine and simple workplace tasks

WESTFIELD PENRITH

Wednesday 26 February 2020, 10:00 am to 4:00 pm

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

Computers for Total Beginners

If you're terrified of a computer, this short course will get you started and give you the confidence to do more.

BSBITU111 Operate a personal Digital device

WESTFIELD PENRITH

Monday 16 March 2020, 10:00 am to 4:00 pm

Duration: 1 Day, \$114

Discover Apple Mac OS X

In this introductory course you will learn how to navigate the Apple computer environment and perform basic tasks.

BSBITU111 Operate a personal Digital device

WESTFIELD PENRITH

Monday 9 March 2020, 10:00 am to 4:00 pm

Duration: 1 Day, \$114

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 13 February 2020, 6:30 pm to 8:30 pm

Duration: 8 Weeks, \$195 Not On 28/2/2020

WESTFIELD PENRITH

Thursday 13 February 2020, 10:00 am to 12:00 pm

Duration: 8 Weeks, \$195

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.

FSKDIG002 Use digital technology for routine and simple workplace tasks

BSBITU313 Design and produce digital Text documents

WESTFIELD PENRITH WEEKEND

Sunday 1 March 2020, 10:00 am to 4:00 pm

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

WESTFIELD PENRITH

Wednesday 18 March 2020, 10:00 am to 4:00 pm

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

DID YOU KNOW

you might be eligible for funded training?

Call the College to see if you're eligible on 4724 9000.

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 10 February 2020, 6:30 pm to 8:30 pm

Duration: 8 Weeks, \$195

Business : Plan your small business

Are you interested in setting up your own small business but don't know where to start? This course will assist you to begin your business planning and research your market to put you on the path to achieve your business objectives. Note that you must be able to interpret business information and numerical data to complete the activities required by the course outlines.

BSBSMB404 Undertake small business planning

BSBSMB403 Market the small business

FSKLRG009 Use strategies to respond to routine workplace problems

KATOOMBA CENTRE

Wednesday 12 February 2020, 5:30 pm to 8:30 pm

Duration: 8 Weeks, \$393

Business : Small Business Marketing

Do you want to promote your small business but not sure where to start? Take your small business ideas to the next level with this course. We will assist you to plan and market your business by addressing the needs of your customers. Your final assignment will include a presentation of your marketing ideas to your classmates for feedback.

BSBSMB404 Undertake small business planning

BSBSMB403 Market the small business

BSBCUS402 Address customer needs

BSBCM401 Make a presentation

KATOOMBA CENTRE

Saturday 15 February 2020, 9:00 am to 3:00 pm

Duration: 6 Weeks, \$589

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 7 March 2020, 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 10 February 2020, 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 22 February 2020, 10:00 am to 4:00 pm

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



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

Sunday 16 February 2020, 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 11 February 2020, 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

Sunday 5 April 2020, 9:00 am to 3:00 pm

Duration: 1 Day, \$124 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

Wednesday 8 April 2020, 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 11 February 2020, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$195

HOW YOU LOOK + HOW YOU SPEAK + HOW YOU ACT = YOUR PERSONAL BRAND

Work Related Courses

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 13 February 2020, 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 21 March 2020, 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 29 February 2020, 9:30 am to 4:30 pm

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

Typing Test

One hour typing test, you will receive a Proficiency Statement with your speed and accuracy recorded. This test is conducted in accordance with Australian Standard AS2708-2001. Please call 47249000 to book your appointment.

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

Sunday 9 February 2020, 9:00 am to 3:00 pm

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

FULLY FUNDED TRAINING FOR SMALL BUSINESS

some things our customers have said...



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).

Certificate III in Individual Support (Disability) (CHC33015)

This qualification, Certificate III in Individual Support (Disability) 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. Students will need to obtain a Police Check and a Working With Children Check.

- CHCLEG001 Work legally and ethically
- CHCDIS001 Contribute to ongoing skills development using a strengths-based approach
- CHCDIS003 Support community participation and social inclusion
- CHCCCS011 Meet personal support needs
- CHCCOM005 Communicate and work in health or community services
- CHCADV001 Facilitate the interests and rights of clients
- CHCDIS002 Follow established person-centred behaviour supports
- HLTAAP001 Recognise healthy body systems
- CHCCCS023 Support independence and wellbeing
- CHCCCS015 Provide individualised support
- HLTWS002 Follow safe work practices for direct client care
- CHCDIV001 Work with diverse people
- CHCDIS007 Facilitate the empowerment of people with disability

WESTFIELD PENRITH

Thursday 13 February 2020, 9:30 am to 2:30 pm

Duration: 26 Weeks, \$1450 2 days per week. Tutor support Available both days from 9am to 5pm. If this is your second Full Qualification the standard fee is \$1950

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.

To achieve this qualification, you must complete at least 120 hours of work in a suitable agency or support group home. Students will need to obtain a Police Check and a Working With Children Check.

- CHCLEG003 Manage legal and ethical compliance
- CHCDIS010 Provide person-centred services to people with disability with complex needs
- CHCDIS005 Develop and provide person-centred service responses
- CHCDIS009 Facilitate ongoing skills development using a person-centred approach
- CHCDIS008 Facilitate community participation and social inclusion
- CHCCCS011 Meet personal support needs
- CHCDIS007 Facilitate the empowerment of people with disability
- CHCADV001 Facilitate the interests and rights of clients
- CHCDIS002 Follow established person-centred behaviour supports
- HLTAAP001 Recognise healthy body systems
- CHCCCS023 Support independence and wellbeing
- CHCCCS015 Provide individualised support
- CHCDIV001 Work with diverse people
- CHCDIS003 Support community participation and social inclusion

WESTFIELD PENRITH

Wednesday 12 February 2020, 9:30 am to 2:30 pm

Duration: 52 Weeks, \$1990 1 Day face to face and 1 day distance learning. Tutor Support available from 9am to 5pm on course day. Second qualification price is \$2320.00

Certificate II in Information, Digital Media & Technology

Do you have some IT skills and are interested in entering a career in IT? Certificate II in Information, Digital Media & Technology (ICT20115) is the entry level Qualification that provides you with the foundation skills and knowledge to use information and communications technology (ICT) in any industry.

- BSBWHS201 Contribute to health and safety of self and others
- BSBSUS201 Participate in environmentally sustainable work practices
- ICTICT201 Use computer operating systems and hardware
- ICTICT202 Work and communicate effectively in an ICT environment
- ICTICT203 Operate application software packages
- ICTICT204 Operate a digital media technology package
- ICTWEB201 Use social media tools for collaboration and engagement
- CUADIG303 Produce and prepare photo images
- ICPDMT321 Capture a digital image
- ICTICT209 Interact with ICT clients
- ICTSAS201 Maintain inventories for equipment, software and documentation
- ICTSAS202 Apply problem-solving techniques to routine ICT malfunctions
- ICTSAS204 Record client support requirements
- ICTSAS208 Maintain ICT equipment and consumables

WESTFIELD PENRITH

Thursday 13 February 2020, 9:00 am to 5:00 pm

Duration: 16 weeks, \$880 If this is your second Full Qualification the standard fee is \$1050

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 III in Business Administration

Certificate III in Business Administration (BSB30415) consists of 2 core and 11 elective units. This course will give you the skills to use a keyboard, skills in customer service and powerpoint presentations, WHS and spreadsheets, work priorities and writing documents using business technology. You will be able to apply these skills in a broad range of administrative roles. This course is a combination of classroom activities and self-paced learning.

BSBWHS201 Contribute to health and safety of self and others

BSBITU307 Develop keyboarding speed and accuracy

BSBWRT301 Write simple documents

BSBADM311 Maintain business resources

BSBADM302 Produce texts from notes

BSBADM303 Produce texts from audio transcription

BSBITU314 Design and produce spreadsheets

BSBITU313 Design and produce digital Text documents

BSBITU306 Design and produce business documents

BSBITU312 Create electronic presentations

BSBITU309 Produce desktop published documents

BSBWOR301 Organise personal work priorities and development

BSBADM307 Organise schedules

WESTFIELD PENRITH

Wednesday 12 February 2020, 9:30 am to 3:30 pm

Duration: 16 Weeks, \$1320 If this is your second Full Qualification the standard fee is \$1580

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.

BSBWRT401 Write complex documents

BSBITU404 Produce complex desktop published documents

BSBADM405 Organise meetings

BSBADM411 Produce complex texts from audio transcription

BSBCUS401 Coordinate implementation of customer service strategies

BSBCUS402 Address customer needs

BSBINM401 Implement workplace information system

BSBREL401 Establish networks

BSBMKG414 Undertake marketing activities

BSBCMM401 Make a presentation

WESTFIELD PENRITH

Monday 10 February 2020, 10:00 am to 4:00 pm

Duration: 16 Weeks, \$1580 If this is your second Full Qualification the standard fee is \$1850

WESTFIELD PENRITH

Monday 9 March 2020, 10:00 am to 4:00 pm

Duration: 16 Weeks, \$1580 If this is your second Full Qualification the standard fee is \$1850

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.

BSBWHS201 Contribute to health and safety of self and others

BSBITU211 Produce digital text documents

BSBITU212 Create and use spreadsheets

BSBCMM201 Communicate in the workplace

BSBWOR202 Organise and complete daily work activities

BSBWOR203 Work effectively with others

BSBITU213 Use digital technologies to communicate remotely

BSBITU111 Operate a personal Digital device

BSBINM201 Process and maintain workplace information

BSBITU112 Develop keyboard skills

BSBINM201 Process and maintain workplace information

BSBCUS201 Deliver a service to customers

WESTFIELD PENRITH

Monday 10 February 2020, 9:30 am to 3:30 pm

Duration: 16 Weeks, \$870 If this is your second Full Qualification the standard fee is \$1050

Rolling Starts

To make training easier to access the College is introducing **Rolling Starts** in 2020. Our **Full Qualification Programs** are modularised and can be commenced all thought the year at the commencement of the next module rather than waiting for the whole course to end before you can join.

The College is a Smart and Skilled training provider and you can call now to obtain a quote for your training and often commence within a matter of weeks.

FULL QUALIFICATION COURSES RUN ON DEMAND. CALL TO REGISTER YOUR INTEREST.

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 9 March 2020, 12:00 pm to 2:00 pm

Duration: 6 Weeks, \$195

Email : Turn your email list into sales

Email marketing is alive and well and generates the highest return on investment of any direct marketing channel. But only if you do it well. In this course we'll teach you the fundamentals of efficient and effective email marketing to help turn your email lists into sales.

BSBITU213 Use digital technologies to communicate remotely

FSKDIG002 Use digital technology for routine and simple workplace tasks

WESTFIELD PENRITH

Monday 9 March 2020, 9:30 am to 11:30 am

Duration: 6 weeks, \$195

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.

BSBMKG401 Profile the market

WESTFIELD PENRITH

Friday 31 January 2020, 12:30 pm to 2:30 pm

Duration: 4 Weeks, \$152

Numbers That Count

Learn new skills. Network with other participants. Grow your business skills in a friendly and supportive environment close to home.

BSBITU213 Use digital technologies to communicate remotely

FSKDIG002 Use digital technology for routine and simple workplace tasks

WESTFIELD PENRITH

Monday 10 February 2020, 12:00 pm to 2:00 pm

Duration: 4 Weeks, \$152



Pitch Your Sales

Learn new skills. Network with other participants. Grow your business skills in a friendly and supportive environment close to home.

ICTICT106 Operate presentation packages

VU22417 Participate in complex spoken interactions

WESTFIELD PENRITH

Monday 10 February 2020, 2:30 pm to 4:30 pm

Duration: 6 Weeks, \$195

Social Media

Learn new skills. Network with other participants. Grow your business skills in a friendly and supportive environment close to home.

ICTWEB201 Use social media tools for collaboration and engagement

FSKDIG003 Use digital technology for non-routine workplace tasks

WESTFIELD PENRITH

Monday 10 February 2020, 9:30 am to 11:30 am

Duration: 4 Weeks, \$152

Turn strangers into customers

People will only buy from you when they know you, like you and trust you. In this course you'll learn how to quickly and accurately identify the needs of your customers and present them with an effective solution so they feel comfortable enough to purchase your product or service.

BSBCUS402 Address customer needs

WESTFIELD PENRITH

Friday 28 February 2020, 12:30 pm to 2:30 pm

Duration: 4 Weeks, \$152

Turn website visitors into customers

A great website is one that helps visitors find what they need and helps convert them into clients. In this course we'll show you how to ensure your website is customer friendly and makes finding your site smooth and simple.

FSKDIG003 Use digital technology for non-routine workplace tasks

ICTICT103 Use, communicate and search securely on the internet

WESTFIELD PENRITH

Friday 27 March 2020, 12:30 pm to 2:30 pm

Duration: 4 Weeks, \$152



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

One To One Coaching

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

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

Facebook for Business

More than 1 million 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

Duration: 1 Session, \$100 This is a one to one workshop. Phone to book an appointment.

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

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.

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.



SEMINARS & WORKSHOPS

More Depth and More Detail

The Digital Enterprise program has been revamped to give you deeper dives into Digital Enterprise Skills.

Take a morning, afternoon or long lunch over 4 to 6 weeks and build your business.

These programs are fully subsidised by the NSW Government for businesses with under 20 employees.

ONE TO ONE COACHING

When you've gained the knowledge in a seminar and want to apply to your unique situation or even if you just need that individual guidance, book in for a One To One Coaching Session.

These sessions are also subsidised if you have completed Seminar or Workshop.