

### Essentials Suite

The Essentials Suite has been designed for those who are new to an industry, workplace or given organisation. Typical participants may include new starts, graduates and those developing their careers. The Essentials Suite covers all aspects of the modern workplace, and may also be useful for those wishing to polish their fundamental skills.

	Duration	Maximum Group Size
<b>Communication Skills</b>		
Document Writing Essentials	1 - 2 day	18
Presenting for Results	1 - 2 day	18
Running Effective Meetings	1 day	
<b>Building Relationships</b>		
Assertiveness At Work	1 day	18
Building Your Network	1 day	18
Customer Service Essentials	1 day	18
Supplier Relationship Management	1 day	18
Organisational Culture and You	1 day	18
<b>Managing Work</b>		
Time, Work and You	1 day	18
Being an Effective Team Player	1 day	18
Creative Problem Solving	1 day	18
Risk Management Essentials	1 day	18
Project Management Essentials	1 - 2 day	18
<b>Business Acumen</b>		
Business Development Essentials	1 day	18
Essential Negotiation Skills	1 day	18
<b>Legal &amp; Financial Skills</b>		
Legal Concepts At Work	1 day	18
Finance At Work	1 day	18
<b>Leadership</b>		
Future Leaders	1 day	18

### Management Suite

The Management Suite has been designed for managers looking to hone and formalise their skills, as well as those who are new to managing. Shifting focus from your own workload and relationships to managing on behalf of others is a major change. Here you will find everything you need to support your growth.

	Duration	Maximum Group Size
<b>Communication Skills</b>		
Advanced Document Writing	1 - 2 day	18
Advanced Presentation Skills	1 - 2 day	18
Business Writing	1 day	18
<b>Building Relationships</b>		
Conflict and Dispute Resolution	1 day	18
Creating Value Through Networks	1 day	18
Client Relationship Management	1 day	18
Working Across Cultures	1 day	18
<b>Managing Work</b>		
Manage Workflow & Priorities	1 day	18
High Performance Teams	1 day	18
New Manager	1 day	18
Risk Management	1 day	18
Advanced Project Management	1 day	18
<b>Business Acumen</b>		
Change and the Learning Organisation	1 day	18
Advanced Negotiation Skills	1 day	18
Proposal Writing	1 day	18
<b>Legal &amp; Financial Skills</b>		
Legal Concepts for Managers	1 day	18
Contract Management	1 day	18
Financial Concepts for Managers	1 day	18
<b>Leadership</b>		
Managerial Leadership	1 day	18

### Executive Suite

The Executive Suite offers a highly targeted selection of courses, to meet the needs of the modern executive. Both in managing strategic direction and your staff, the tools and best practice are continually evolving and innovating. These courses isolate what you need to know to stay ahead of the pack, and provide you with the skills to put it into practice.

	Duration	Maximum Group Size
<b>Communication Skills</b>		
Strategic Writing	½ day	15
Strategic Presentation Skills	½ day	15
<b>Building Relationships</b>		
Strategic Networking	½ day	15
Stakeholder Relationship Management	½ day	15
Being a Responsible Global Citizen	½ day	15
Building Your Culture	½ day	15
<b>Managing Work</b>		
Manage the Future (Through Strategy)	½ day	15
<b>Business Acumen</b>		
Leading Change	½ day	15
Strategic Negotiation	½ day	15
<b>Legal &amp; Financial Skills</b>		
Corporate Governance	½ day	15
Strategic Legal Concepts	½ day	15
Strategic Finance Concepts	½ day	15
<b>Leadership</b>		
Strategic Leadership	½ day	15

**TechKnowledgey® is a Registered Training Organisation (RTO ID 41214) delivering nationally recognised accredited training in Project Management.**

**BSB40920 Certificate IV in Project Management Practice  
BSB50820 Diploma of Project Management**

Did you know that TechKnowledgegy is also a leading provider of business communications solutions?

We are a leading technical and business writing firm with over 17 years of experience in developing all forms of written and media based content for our clients. Though we specialise in learning and development content, our experienced and highly qualified writers can cater to almost every business documentation need.

Our most commonly requested business communication solutions include:

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- eLearning Modules
- Policy Guidelines and Procedures
- Website content
- Proposals
- Pro-forma letters and emails
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- eBooks, Podcasts & iPad/iPhone Applications

Thank you for taking the time to review our short-course training offering for 2021.

In 2021, you can contact us directly for all of your learning and development needs.

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TechKnowledgegy Contact avenues:

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