



Short Courses



For more information contact

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Our Courses

Creative Skills

- + Social Media Content Creation
- + Social Media Marketing

Finance Workshops

- + Accounting Software Training - Sage
- + Accounting Software Training - Xero
- + Finance For Non-Finance Managers
- + Using Sage Reporting

Health Wellbeing and Education

- + Emergency 1st Aid at Work
- + Manual Handling
- + Mental Health 1st Aid
- + Mental Health Awareness
- + Train the Trainer (Moving and Handling)

Hospitality and Food Studies Workshops

- + BIIAB Personal Licence Certificate (SCQF Level 6)
- + BIIAB Personal Licence Refresher (SCQF Level 6)
- + REHIS Elementary Food Hygiene-Face To Face
- + REHIS Intermediate Food Hygiene-Online 6 Hours (Exam in College)
- + Worldhost: Customer Service

ICT Workshops

- + Microsoft Word-Introduction (Beginners)
- + Microsoft Word-Intermediate
- + Microsoft Word-Advanced
- + Microsoft Excel-Introduction (Beginners)
- + Microsoft Excel-Intermediate
- + Microsoft Excel-Advanced
- + Microsoft Access-Introduction (Beginners)
- + Microsoft Access-Intermediate/Advanced
- + Microsoft Powerpoint-Introduction (Beginners)
- + Microsoft Powerpoint-Intermediate/Advanced

Leadership – Management – People Workshops

- + Assertiveness Training
- + Buddy Mentoring
- + Challenging Unconscious Bias
- + Change Management
- + Coaching Skills
- + Conducting Investigations
- + Creating a Positive Working Culture
- + Customer Service
- + Dealing with Disciplinary and Grievance
- + Decision Making
- + Developing Effective Teams
- + Developing Resilient Teams
- + Digital Marketing
- + Effective Communication
- + Effective Delegation
- + Handling Difficult Conversations
- + Leading and Motivating Teams
- + Managing a Hybrid Team
- + Managing Conflict
- + Performance Management
- + People Management
- + Social Media
- + Time Management

Microsoft Teams Workshops

- + Teams Training Level 1
- + Teams Training Level 2
- + Working with Microsoft Teams

Project Management Workshops

- + Introduction to Project Management Principles
- + Principles of Project Management

Where Learning
Means More