

# FACT SHEET

## SHORT COURSES

– PROFESSIONAL and PERSONAL DEVELOPMENT



The National Finance Institute

National Provider Number: 31203



### **About our Short Courses**

As well as our FNS and BSB coded courses, The National Finance Institute features a suite of first class interactive professional development courses, accessible online right now. These Professional Development courses are completed online as self-directed study, to refresh or improve skills for the workplace. They may also be eligible for CPD points with your industry organisation.



### **Format and Topic Choices of Online Short Courses**

There are a number of short courses to choose from, designed to offer learners interactivity and freedom to learn. Most of these short courses can be completed in 2 - 4 hours within a 6 month access period. Those that introduce you to a new software package may take longer as you slowly become familiar with the terminology and practice what you learn. The courses are based on quality content and contain enhanced e-learning features as the perfect way to gain new workplace skills or perhaps refresh existing knowledge for your personal or professional development. Each course is just \$169 including GST and upon completion you will receive a Certificate of Completion.

**For a brief outline of what each course topic covers, please see our *Short Courses Topic Guidelines pdf* on [www.financeinstitute.com.au](http://www.financeinstitute.com.au) website.**

In alphabetical order below, short courses selections are:

PDSD_A2010	Access 2010
PDSD_A2013	Access 2013
PDSD_ACN	Assertive communication
PDSD_APG	Advertising and promoting
PDSD_BAAE	Being an advocate
PDSD_BMR	Being a mentor
PDSD_CCS	Customer complaints
PDSD_CFWE	Creating a flexible workplace
PDSD_CIAS	Conducting internal audits
PDSD_CIS	Conducting interviews
PDSD_CIT	Continuous improvement
PDSD_CNS	Customer needs
PDSD_CPMT	Conferences – promotion and management
PDSD_CSCE	Creating a safety culture
PDSD_CSS	Communication skills
PDSD_CUMRH	Conducting useful market research
PDSD_DBT	Develop a budget
PDSD_DCLY	Developing customer loyalty
PDSD_DIPS	Developing an induction program
PDSD_DLON	Developing a learning organisation
PDSD_DTWK	Delivering training at work

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### *Short Course Choices continued ...*

PDSD_DUMG	Diversity - understanding and managing
PDSD_E2010	Excel 2010
PDSD_E2013	Excel 2013
PDSD_EIE	Emotional Intelligence
PDSD_EMS	Effective meetings
PDSD_GBBMR	Governance - being a board member
PDSD_HSIMT	Health and safety incident management
PDSD_HSLP	Health and safety leadership
PDSD_IMOS	Identifying marketing opportunities
PDSD_IWE	Innovation in the workplace
PDSD_LWOS	Leadership in work organisations
PDSD_MACS	Managers as coaches
PDSD_MCE	Managing change
PDSD_MDCCT	Managing debt and consumer credit
PDSD_MFE	Manage a franchise
PDSD_MO2010IER	Microsoft Outlook 2010 and Internet Explorer
PDSD_MO2013IE11	Microsoft Outlook 2013 and Internet Explorer 11
PDSD_MOSSF	Managing off-site staff
PDSD_MP2010	Microsoft Publisher 2010
PDSD_MP2013	Microsoft Publisher 2013
PDSD_MPP2010	Microsoft PowerPoint 2010
PDSD_MPP2013	Microsoft PowerPoint 2013
PDSD_MSTM	Managing a sales team
PDSD_MW2010	Microsoft word 2010
PDSD_MW2013	Microsoft Word 2013
PDSD_MWIN7	Microsoft Windows 7
PDSD_MWIN8	Microsoft Windows 8
PDSD_MWSS	Managing work stress
PDSD_NHWY	Networking – how and why
PDSD_OES	Organising events
PDSD_OSRY	Organisations and social responsibility
PDSD_OSS	Online sales
PDSD_OSY	Organisations and sustainability
PDSD_PEMT	Performance management
PDSD_PKE	Product knowledge
PDSD_PRMT	Project management
PDSD_PSMS	Promoting a small business
PDSD_PTMT	Profiling the market
PDSD_PWK	Prioritising work



### **Short Course Choices continued ...**

PDSD_RACL	Risk assessment and control
PDSD_RSG	Recruiting and selecting
PDSD_RSSE	Retail sales and service
PDSD_SCIY	Stock control and inventory
PDSD_SG	Supervising
PDSD_SING	Skills for influencing and negotiating
PDSD_SMBS	Starting a micro business
PDSD_SPG	Strategic planning
PDSD_TCN	Telephone communication
PDSD_TMWK	Time management at work
PDSD_UMCWK	Understanding and managing conflict at work
PDSD_UORSY	Using online resources safely
PDSD_WPG	Workforce planning
PDSD_WTS	Work teams
PDSD_YCPY	Your career pathway

### **What are the courses like?**

You can read a module outline in our Short Courses Topics Guideline pdf on our website. These self paced courses offer:

- An intuitive and visually appealing interface to enhance the learning experience
- Content structured in "bite-sized" learning modules
- 15 - 20 minute session learning modules – complete at your own pace
- Assessment is typically by short answer questions with some topics also having research tasks or projects. If you choose to complete your questions, you will be issued with a Certificate of Completion which you may wish to use towards CPD points/hours that you are aiming to use for industry body requirements.

### **Are there any prerequisites or equipment requirements?**

There are no academic prerequisites for commencing the short courses. You just need to have a familiarity with using your computer and keyboard for typing answers to questions.

### **How long will this course take to complete?**

You have six months to complete the course you choose so you can complete as quickly or as slowly as you prefer within this period. If you undertake all the questions at the end of each unit, you may wish to dedicate a weekend to completion of the full course but faster completion in 2 to 4 hours can be possible if you are already familiar with the concepts within the topics.

### **How do I enrol and how much do they cost**

You can enrol through our [www.financeinstitute.com.au](http://www.financeinstitute.com.au) website at a cost of \$169 – we accept PayPal, credit cards or bank deposit. There are no instalment plan options for these Short Courses, but if you enrol in 4 or more at the one time, we offer a 10% discount.

[Enrol here now](#)