

FACT SHEET

SHORT COURSES for CPD

– PROFESSIONAL and PERSONAL DEVELOPMENT



The National Finance Institute

National Provider Number: 31203



About our Short Courses

As well as our FNS and BSB coded qualifications, The National Finance Institute features a suite of 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 3 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 the flexibility of online learning. Most of these short courses can be completed in 2 - 4 hours within a 3 month access period. The short courses are based on quality content and contain enhanced graphic features as the perfect way to gain new workplace skills or perhaps refresh existing knowledge for your CPD requirements. Each course is just \$169 including GST and upon completion you will receive a Certificate of Participation.

For a brief outline of what each course topic covers, please see our *Short Courses Topics Outline*pdf on www.financeinstitute.com.au/short website.

In alphabetical order below, short course topic choices include:

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|-----------|---------------------------------------|
| PDSCOM002 | Assertive communication |
| PDSHRM005 | Coaching |
| PDSCOM001 | Communication skills |
| PDSCOM008 | Conducting interviews |
| PDSMGT008 | Continuous improvement |
| PDSHTM010 | Creating a flexible workplace |
| PDSHLT004 | Creating a safety culture |
| PDSCUS005 | Customer complaints |
| PDSCUS001 | Customer service |
| PDSHRM008 | Developing a learning organisation |
| PDSHRM003 | Developing an induction program |
| PDSCUS004 | Developing customer loyalty |
| PDSPER003 | Emotional Intelligence |
| PDSHLT002 | Food safety |
| PDSHLT005 | Health and safety incident management |
| PDSHLT006 | Health and safety leadership |
| PDSHLT007 | Infection control for health workers |
| PDSCOM005 | Influencing and negotiating |
| PDSMGT009 | Innovation |
| PDSMGT003 | Leadership |
| PDSCOM007 | Manage meetings |
| PDSCUS008 | Managing a sales team |
| PDSMGT004 | Managing change |
| PDSCOM004 | Managing conflict |
| PDSHRM009 | Managing diversity |
| PDSPER004 | Managing stress |
| PDSHLT001 | Manual handling |



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Short Course Choices continued ...

| | |
|-----------|-----------------------------------|
| PDSHRM006 | Mentoring |
| PDSCUS007 | Minimising loss in a retail store |
| PDSCOM006 | Networking |
| PDSCUS009 | Organising events |
| PDSHRM007 | Performance management |
| PDSPER001 | Prioritising work |
| PDSCUS006 | Product knowledge |
| PDSMGT006 | Project management |
| PDSHLT003 | Risk management |
| PDSCUS006 | Selling Online |
| PDSHRM001 | Staff recruitment and selection |
| PDSMGT007 | Strategic planning |
| PDSMGT001 | Supervision |
| PDSMGT002 | Team Building |
| PDSCOM003 | Telephone communication |
| PDSPER002 | Time management |
| PDSHRM004 | Training staff |
| PDSHRM002 | Workforce planning |

What are the courses like?

You can find a brief module outline in our Short Courses Topics Outline 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 has true/false or yes/no styled answers with some topics. If you choose to complete your questions, you will be issued with a Certificate of Participation which you may wish to use towards CPD points/hours that you are aiming to use for industry body requirements. Most of our Short Courses would equate to 3 CPD points/hours if utilising the MFAA guidelines but they must be relevant to your current or future profession.

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 into question fields.

How long will this course take to complete?

You have 3 months to access each short course that you choose so you can complete as quickly or as slowly as you prefer within this period. If you undertake the questions at the end of each unit, you could aim to complete in 2 to 4 hours.

How do I enrol and how much do they cost

You can enrol through our www.financeinstitute.com.au/short website link at a cost of \$169 per topic. We accept PayPal, debit/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.

CLICK HERE

