

Bachar Naja  
 Vitals Consultants  
 56a Moray Street,  
 RICHMOND, NSW 2753  
 Mobile: +61 435 795 785  
[cc@vitalsconsultants.com](mailto:cc@vitalsconsultants.com)  
[www.vitalsconsultants.com](http://www.vitalsconsultants.com)

01 January, 2020

### WORKSHOPS AND TRAINING SESSIONS 2020

WORKSHOP / TRAINING SESSION	DURATION	CHOOSE
<b>MICROSOFT OFFICE</b>		
MICROSOFT OFFICE WORD - BEGINNER	FULL DAY	<input type="checkbox"/>
MICROSOFT OFFICE WORD - INTERMEDIATE	FULL DAY	<input type="checkbox"/>
MICROSOFT OFFICE WORD - ADVANCED	FULL DAY	<input type="checkbox"/>
MICROSOFT OFFICE EXCEL - BEGINNER	FULL DAY	<input type="checkbox"/>
MICROSOFT OFFICE EXCEL - INTERMEDIATE	FULL DAY	<input type="checkbox"/>
MICROSOFT OFFICE EXCEL - ADVANCED	FULL DAY	<input type="checkbox"/>
MICROSOFT OFFICE POWERPOINT - BEGINNER	FULL DAY	<input type="checkbox"/>
MICROSOFT OFFICE POWERPOINT - INTERMEDIATE	FULL DAY	<input type="checkbox"/>
MICROSOFT OFFICE POWERPOINT - ADVANCED	FULL DAY	<input type="checkbox"/>
<b>HEALTH AND SAFETY</b>		
WHS – AN INTRODUCTORY OVERVIEW	FULL DAY	<input type="checkbox"/>
MANAGING RISKS – A COMPREHENSIVE OVERVIEW	FULL DAY	<input type="checkbox"/>
WHS ORIENTATION	HALF DAY	<input type="checkbox"/>
OFFICE SAFETY	HALF DAY	<input type="checkbox"/>
MANUAL HANDLING	HALF DAY	<input type="checkbox"/>
ANTI-DISCRIMINATION AND ANTI-BULLYING	HALF DAY	<input type="checkbox"/>
SAFETY MANAGEMENT SYSTEMS	FULL DAY	<input type="checkbox"/>
WHS INCIDENT INVESTIGATION AND REPORTING	HALF DAY	<input type="checkbox"/>
DUE DILIGENCE FOR SENIOR MANAGERS	HALF DAY	<input type="checkbox"/>
<b>INDIVIDUAL AND TEAM DEVELOPMENT</b>		
MANAGING AND PRIORITISING DAILY TASKS	HALF DAY	<input type="checkbox"/>
EMOTIONAL INTELLIGENCE IN THE WORKPLACE	HALF DAY	<input type="checkbox"/>
COMMUNICATION IN THE WORKPLACE	HALF DAY	<input type="checkbox"/>
RECOGNISING PERSONAL AND TEAM STRENGTHS	HALF DAY	<input type="checkbox"/>
PRESENTING WITH CONFIDENCE	FULL DAY	<input type="checkbox"/>
DEALING WITH CONFLICTS	HALF DAY	<input type="checkbox"/>
DEALING WITH DIFFICULT BEHAVIOUR	HALF DAY	<input type="checkbox"/>
CREATING A COLLABORATIVE WORK ENVIRONMENT	FULL DAY	<input type="checkbox"/>
CREATIVITY AND INNOVATION	HALF DAY	<input type="checkbox"/>
CONNECTING ACROSS CULTURES	HALF DAY	<input type="checkbox"/>
<b>VET PROFESSIONAL DEVELOPMENT</b>		
BLENDED LEARNING	FULL DAY	<input type="checkbox"/>

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Training for Success



WORKSHOP / TRAINING SESSION	DURATION	CHOOSE
ASSESSING AGAINST LEARNING OUTCOMES	HALF DAY	<input type="checkbox"/>
INCREASING LEARNER PARTICIPATION	HALF DAY	<input type="checkbox"/>
THE NATIONAL CODE 2018	FULL DAY	<input type="checkbox"/>
AUSTRALIAN CORE SKILLS FRAMEWORK	HALF DAY	<input type="checkbox"/>
UNPACKING A TRAINING PACKAGE	HALF DAY	<input type="checkbox"/>
THE TRAINING AND ASSESSMENT STRATEGY (TAS)	FULL DAY	<input type="checkbox"/>
TESTING FOR LLN	HALF DAY	<input type="checkbox"/>
ADJUSTING DELIVERY FOR LLN NEEDS	HALF DAY	<input type="checkbox"/>
UNDERSTANDING THE STANDARDS FOR RTOs	FULL DAY	<input type="checkbox"/>
CREATING EFFECTIVE LEARNING RESOURCES	HALF DAY	<input type="checkbox"/>
COPYRIGHT COMPLIANCE	HALF DAY	<input type="checkbox"/>
ALL ABOUT INDUSTRY ENGAGEMENT	HALF DAY	<input type="checkbox"/>
UNIT OF COMPETENCY FOUNDATION SKILLS	HALF DAY	<input type="checkbox"/>
UNIT OF COMPETENCY KNOWLEDGE EVIDENCE	HALF DAY	<input type="checkbox"/>
UNIT OF COMPETENCY PERFORMANCE EVIDENCE	HALF DAY	<input type="checkbox"/>
UNIT OF COMPETENCY ASSESSMENT CONDITIONS	HALF DAY	<input type="checkbox"/>
OPEN COMMUNICATION WITH YOUR STUDENTS	HALF DAY	<input type="checkbox"/>
ASSESSMENT TOOLS VALIDATION	FULL DAY	<input type="checkbox"/>
ASSESSMENT TOOLS MODERATION	HALF DAY	<input type="checkbox"/>
EFFECTIVE AND REALISTIC SESSION PLANS	HALF DAY	<input type="checkbox"/>
MOODLE FOR BEGINNERS	HALF DAY	<input type="checkbox"/>
MOODLE FOR TRAINERS AND ASSESSORS	HALF DAY	<input type="checkbox"/>
<b>EMPLOYABILITY SKILLS TRAINING (EST)</b>		
THE PERFECT COVER LETTER	HALF DAY	<input type="checkbox"/>
THE PERFECT RESUMÉ	HALF DAY	<input type="checkbox"/>
PREPARING FOR THE INTERVIEW	HALF DAY	<input type="checkbox"/>
ANSWERING THE MOST COMMON INTERVIEW QUESTIONS	HALF DAY	<input type="checkbox"/>
WHAT TO DO AFTER THE INTERVIEW	HALF DAY	<input type="checkbox"/>
<b>ESSENTIAL WORKPLACE REQUIREMENTS</b>		
PROFESSIONAL WORKPLACE COMMUNICATION	FULL DAY	<input type="checkbox"/>
PROFESSIONAL MEETINGS AND PRESENTATIONS		
PRESENTATION SKILLS	HALF DAY	<input type="checkbox"/>
MEETINGS FUNDAMENTALS	HALF DAY	<input type="checkbox"/>
MEETING SKILLS	HALF DAY	<input type="checkbox"/>
AUSTRALIAN WORKPLACE ENVIRONMENT		
AUSTRALIAN WORKPLACE LEGISLATION	HALF DAY	<input type="checkbox"/>
WORK HEALTH AND SAFETY BASICS	HALF DAY	<input type="checkbox"/>
WORKPLACE PRINCIPLES	HALF DAY	<input type="checkbox"/>
POSITIVE WORKPLACE BEHAVIOURS AND NORMS	HALF DAY	<input type="checkbox"/>

**PLEASE NOTE:**

If you would like a particular workshop or training session not available in the above list, we are happy to develop it for you.

The topics above are robust and very effective, however, should you require any of the topics mentioned above to be customised to your organisation's specific needs, drop us a line and we will be happy to discuss any customisation requests.