

Don't miss out on this incredible opportunity.

Elevate your skills, boost your career,  
and make the most of your time at  
ACCLM. **Join us today!**

### Limited-time Offer for ACCLM Students!

Enrol in any of ACCLM's courses and gain access to an exclusive bundle that includes:

✿ **Skill Builder Short Courses: Enjoy FREE access to our skill-enhancing online short courses, valued at over AUD 7,500.**

✿ **140+ Short Courses:** Explore a diverse range of topics, including Career Development, Information Technology, Human Resources, Microsoft Office, Workplace Essentials, Personal Development, Sales and Marketing, Supervisor and Manager Programs, and Entrepreneurship.

✿ **Real-world practicality:** Supplement your education with practical skills training that enables you to make an immediate impact at your workplace.



#### Terms and Conditions:

- **Eligibility:** This offer applies exclusively to students enrolling in Certificate IV or above courses at ACCLM.
- **Duration:** The duration of this offer is limited to a maximum of 2 years, provided that the student maintains satisfactory study progression with their Australasian College of Care Leadership and Management (ACCLM) course.
- **ECA Online Group Authority:** ECA Online Group retains sole authority in granting and administering this promotional offer. ECA Group reserves the right to make any changes to the offer, communicate such changes to the students, and withdraw the offer under specific circumstances, which will be communicated to the students.
- By enrolling in an eligible course and benefiting from this offer, students agree to abide by these terms and conditions set forth by ECA Group. Any changes or updates to these terms will be communicated to students.
- Access to Skill Builder Short Courses will be provided to student post course commencement.



# About Skill Builder Short Courses

**Skill Builder Short Courses are a fantastic way to enhance your knowledge and expertise in specific areas quickly.** These courses are designed to provide focused and practical learning experiences, making them ideal for busy individuals looking to acquire new skills or sharpen existing ones. Whether you're **interested in honing your professional skills, exploring a new hobby, or simply expanding your knowledge**, Skill Builder Short Courses offer a flexible and efficient learning opportunity.

**The Skill Builder Short Courses cover a wide range of practical topics:**



Career Development



Information Technology



Workplace Essentials



Human Resources



Personal Development



Supervisor and Manager Programs



Microsoft Office



Sales and Marketing



Entrepreneurship

## Why study Skill Builder Short Courses?

- **Credential Enhancement:** Completing short courses can add valuable skills to your resume or portfolio and we provide you with a **Certificate of Completion** making you more competitive in your field.
- **Professional Development:** Engaging in continuous professional development is essential for staying abreast of industry trends and honing one's skills to thrive in an ever-evolving professional landscape.
- **Time Efficiency:** These courses are usually shorter in duration, allowing you to learn quickly without a long-term commitment.
- **Focused Learning:** They concentrate on specific topics or skills, ensuring you gain practical and applicable knowledge.
- **Flexibility:** All our Skill Builder Short Courses are available online, enabling you to learn at your own pace and on your schedule within the subscription period.
- **Cost-Effective:** Short courses are often more affordable than traditional, longer programs. Additionally, the Skill Builder Short Courses are offered free of charge to students enrolling in ACCLM courses. (If a student withdraws, ECA Online/ACCLM will revoke access to the Skill Builder Short Courses.)

Whether you're looking to advance your career, learn new skills, pursue a personal interest, or simply keep your skills up-to-date, the Skill Builder Short Courses offered by ECA Online are an excellent option. They offer a convenient way to invest in your personal and professional development.

More information about Skill Builder Short Courses can be found on <https://www.openlearning.com/ecaonline/>

## About ECA Online

ECA Online is the digital arm of Education Centre of Australia (ECA), a leading education group with over 20 years of experience in the education industry.

ECA Group is a pioneering leading education group offering end to end services to students right from arriving in Australia through to employment.

Over the past two decades we have helped tens of thousands of students from around the world transform their lives through English language courses, undergraduate degrees, postgraduate degrees and targeted internships. We have a global presence across 7 regions – Australia, Brazil, China, Europe, India, Philippines & Nepal – along with a strong network of 1200+ Education Agents spread across the globe. We also work in partnership with quality higher education providers such as Victoria University and Swinburne University.



# Skill Builder Short Courses

Enjoy **FREE** access to our skill-enhancing online short courses, valued at over AUD 7,500.

Skill Builder Short Courses provide an excellent opportunity to quickly enhance your expertise and understanding in specific areas. With a selection of 140+ topics, tailor your learning plan to acquire or refine skills, **fostering hands-on experience to excel in your workplace.**

- **Certificate of Completion provided**
- **Flexibility in duration**
- **Start at any time**
- **Boost your learning skills**

## Information Technology

Cyber Security	\$50
The Cloud and Business	\$50
Project Management 6th Edition	\$50

## Sales and Marketing

Employee Motivation	\$50
Telephone Etiquette	\$50
Coaching Salespeople	\$50
Presentation Skills	\$50
Motivating Your Sales Team	\$50
Social Media in the Workplace	\$50
In Person Sales	\$50
Prospecting and Lead Generation	\$50
Social Media Marketing	\$50
Customer Support	\$50
Sales Fundamentals	\$50
Handling a Difficult Customer	\$50
Internet Marketing Fundamentals	\$50
Overcoming Sales Objections	\$50
Multi-Level Marketing	\$50
Top 10 Sales Secrets	\$50
Marketing Basics	\$50

## Human Resources

Business Succession Planning	\$50
Contract Management	\$50
Crisis Management	\$50
Developing a Lunch and Learn	\$50
Diversity Equity and Inclusion	\$50
Employee Onboarding	\$50
Employee Recruitment	\$50
Employee Termination Processes	\$50
Generation Gaps	\$50
Health and Wellness at Work	\$50
Hiring Strategies	\$50
Human Resource Management	\$50
Workplace Harassment	\$50
Measuring Results From Training	\$50
Millennial Onboarding	\$50
Office Health and Safety	\$50
Sensitivity Training	\$50
Talent Management	\$50
Train-The-Trainer	\$50
Unconscious Bias	\$50
Universal Safety Practices	\$50
Workplace Bullying	\$50
Managing Workplace Harassment	\$50
Workplace Violence	\$50
Safety In The Workplace	\$50

## Entrepreneurship

Business Etiquette	\$50
Business Acumen	\$50
Entrepreneurship	\$50
Supply Chain Management	\$50
Business Ethics	\$50
Trade Show Staff Training	\$50

## Personal Development

Developing Emotional Intelligence	\$50
Improving Mindfulness	\$50
Assertiveness and Self-confidence	\$50
Responsibility In the Workplace	\$50
Adult Learning - Mental Skills	\$50
Adult Learning - Physical Skills	\$50
Anger Management	\$50
Attention Management	\$50
Being A Likeable Boss	\$50
Critical Thinking	\$50
Goal Setting and Getting Things Done	\$50
Improving Self-Awareness	\$50
Increasing Your Happiness	\$50
Life Coaching Essentials	\$50
Managing Personal Finances	\$50
Managing Workplace Anxiety	\$50
Personal Productivity	\$50
Public Speaking	\$50
Social Intelligence	\$50
Stress Management	\$50
Trust Building and Resilience Development	\$50
Work-Life Balance	\$50
Respect in the Workplace	\$50
Social Learning	\$50
Time Management	\$50
Appreciative Inquiry	\$50
Civility in the Workplace	\$50
Personal Branding	\$50
Negotiation Skills	\$50
Digital Citizenship	\$50
Body Language Basics	\$50

## Career Development

Networking Within The Company	\$50
Ten Soft Skills You Need	\$50
Job Search Skills	\$50
Taking Initiative	\$50
Creativity Thinking Outside the Box	\$50
Developing Creativity	\$50
Networking Outside the Company	\$50
Learning Essentials	\$50
Accountability in the Workplace	\$50
Developing Corporate Behavior	\$50
Proposal Writing	\$50
Telework and Telecommuting	\$50
Contact Center Training	\$50
Call Center Training	\$50
Collaborative Business Writing	\$50

## Workplace Essentials

Microsoft Outlook 2016 Essentials	\$50
Microsoft Excel 2016 Essentials	\$50
Microsoft Access 2016 Essentials	\$50
Microsoft Word 2016 Essentials	\$50
Microsoft PowerPoint 2016 Essentials	\$50
Microsoft Word 2016 Expert	\$50
Microsoft Excel 2016 Expert	\$50



## Supervisors and Managers

Conflict Resolution	\$50
High Performance Teams Remote Workforce	\$50
Delivering Constructive Criticism	\$50
Interpersonal Skills	\$50
Supervising Others	\$50
Facilitation Skills	\$50
Knowledge Management	\$50
Leadership And Influence	\$50
Lean Process And Six Sigma	\$50
Middle Manager	\$50
Office Politics For Managers	\$50
Performance Management	\$50
Self-Leadership	\$50
Team Building Through Chemistry	\$50
Virtual Team Building and Management	\$50
Coaching And Mentoring	\$50
Budgets and Financial Reports	\$50
Conducting Annual Employee Reviews	\$50
Developing New Managers	\$50
Employee Recognition	\$50
Women in Leadership	\$50
Team Building For Manager	\$50
Change Management	\$50
Servant Leadership	\$50
Manager Management	\$50
Risk Assessment and Management	\$50
Teamwork and Team Building	\$50
High Performance Teams Inside the Company	\$50

## Administrative Skills

Administrative Support	\$50
Organizational Skills	\$50
Communication Strategies	\$50
Customer Service	\$50
Creative Problem Solving	\$50
Event Planning	\$50
Media and Public Relations	\$50
Administrative Office Procedures	\$50
Archiving and Records Management	\$50
Basic Bookkeeping	\$50
Meeting Management	\$50
Executive and Personal Assistants	\$50
Creating a Great Webinar	\$50
Business Writing	\$50