

Modern Workforce Training Catalog

No	Category	Course Name	Diploma
1	Administration	Administrative Support	
2	Administration	Administrative Assistant Training	
3	Administration	Diploma in Administrative Procedures and Support in the Office	Diploma
4	Business & Professional Skills	Business Etiquette and Professionalism	
5	Business & Professional Skills	Professional Business Writing Skills	
6	Business & Professional Skills	Effective Minute Writing	
7	Communication	Effective Communication Techniques for Teachers and Trainers	
8	Communication	Introduction to Communication Skills	
9	Communication	Workplace Communication	
10	Confidence & Personal Development	Building Your Confidence and Working Ethically	
11	Confidence & Personal Development	Learn How to Build Confidence and Stay Persistent as You Face Obstacles	
12	Finance & Digital Tools	Getting Started with QuickBooks Desktop 2023	
13	Leadership & Management	Supervision and Management Skills	
14	Leadership & Management	Introduction to Change Management	
15	WellBeing & Workplace Culture	Managing Stress and Anxiety in the Workplace	