

**Our short course programs are designed and customised to meet the needs of your organisation and your people.**

**We do not offer off the shelf programs as we believe one size DOES NOT fit all.**

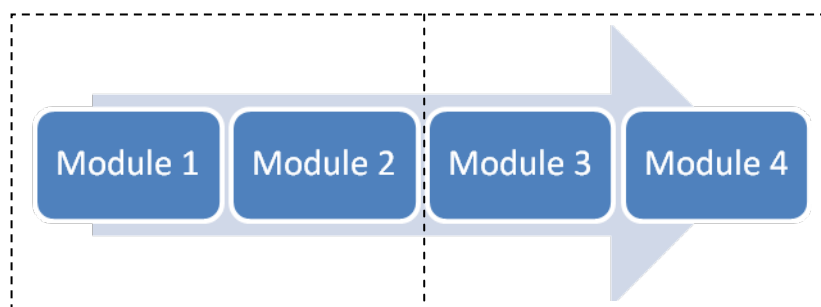
CAL understands how time poor organisations are and just how difficult it has become to release a key person such as your frontline manager or team leader to attend a whole day workshop.

We also know how 'hit & miss' even the very best public program can be.

So, we have designed a series of management & leadership **SHORT COURSE MODULES** instead of whole day (or more) workshops.

These **MODULES**, while similar to the short course workshop have the following characteristics:

1. All course modules are delivered over a **3 HOUR BLOCK**, combining theory and activities, with most courses made up of 2 x modules (6 hours).
2. Participants are encouraged to reflect on and practice their new found skills in the workplace before attending the second module usually in another week.
3. All courses have **total flexibility** however most courses are made up of two, three or four modules with the facility to **"bolt on"** extra modules specific to the need of your organisation.



All our programs are designed to assist participants manage real life situations providing proven techniques and tools for dealing with a variety of challenging situations that can be applied immediately on the job.

All courses come with a **COMPLIMENTARY THREE MONTH COACHING SERVICE** via telephone or email for each participant to ensure maximum effectiveness from each program and, as an extra incentive you can align the learning to an accredited program and build credits towards a qualification.

Every participant will walk away with a **practical tool kit** that they can use immediately on the job as well as a personal **action plan** designed with their learning preference in mind, that will encourage continued formal and informal learning development.

The College for Adult Learning has alliances with the very best industry trainers who maintain strong connections with their industry and are at the forefront of innovation in management, leadership, sales & service delivery. Our trainers are skilled facilitators and business coaches and share our passion for work-based adult learning!

We offer a range of modular courses in the following key themes:

✓Customer Engagement ✓Human Resources Management ✓Interpersonal Skills ✓Leadership ✓Managing change ✓Management ✓Project Management ✓Sales