



EMPLOYABILITY COURSES

JAN25
RTOID#: 20855

PRACTICAL SKILLS FOR A CONFIDENT FUTURE

Key Institute's non-accredited short courses help **build skills** at your own pace. Delivered online, these courses enhance employability, confidence, and job readiness – at a time that suits.

Ace Your Job Interview

Designed to help participants confidently navigate the interview process, showcasing their skills and securing their dream job. Learn practical strategies to prepare, shine during interviews, and follow up effectively.

Topics Covered: Interview preparation techniques, answering common and behavioural questions, effective communication and body language

Duration: 5 hours

Cost: \$45

Confidence Unlocked

Empowers participants to build self-esteem, confidence, and resilience, unlocking their full potential in both personal and professional settings. Gain the tools to embrace challenges, grow from setbacks, and thrive in the workplace.

Topics Covered: Building self-esteem, confidence-building strategies developing resilience and assertiveness

Duration: 5 hours

Cost: \$45

Master Emotional Control

Equip participants with the skills to manage emotions effectively, fostering healthier relationships and improved workplace interactions. Learn to identify triggers, practice self-regulation, and stay composed in challenging situations.

Topics Covered: Understanding emotions and triggers, strategies for anger management, techniques for emotional regulation

Duration: 5 hours

Cost: \$45

Set and Smash Your Goals

The ultimate guide to turning aspirations into achievements, equipping participants with practical tools to set meaningful goals and create actionable plans. Transform your dreams into reality by mastering effective goal-setting strategies.

Topics Covered: SMART goal-setting techniques, overcoming obstacles and building resilience, visualising success and staying motivated

Duration: 5 hours

Cost: \$45

Time Management Made Simple

Empower participants with practical tools to effectively manage their time, increase productivity, and maintain a healthy work-life balance. Learn techniques to prioritise tasks, focus on what matters most, and achieve better results with less stress.

Topics Covered: Prioritisation strategies (e.g., Eisenhower Matrix), techniques like the Pomodoro Method, Work-life balance and effective scheduling

Duration: 5 hours

Cost: \$45

Stay Motivated, Stay Ahead

A practical and engaging guide to overcoming procrastination, building positive habits, celebrating wins, and staying accountable, so you can stay focused, energised, and achieve your goals.

Topics Covered: Overcoming procrastination, rewarding good behaviour, focusing on the positives, and having others hold you accountable

Duration: 5 hours

Cost: \$45

Financial Literacy Fundamentals

Equips participants with essential financial skills to take control of their money and build a secure financial future. Learn to budget effectively, manage expenses, and understand credit and debt to achieve financial independence.

Topics Covered: Budgeting and managing expenses, understanding credit and debt, strategies for building financial independence

Duration: 25 hours

Cost: \$220