

SHORT COURSE GUIDE

ISSUE 3 2024 / JUL-SEP



BOX HILL
INSTITUTE



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Welcome to the CAE Short Course Guide featuring our wide range of face-to-face and online courses.

Click on the links to see more courses on our website, subscribe to our eNews or contact us for further information. Courses take place at our City Campus unless specified otherwise.

What do I need for an online course with CAE?

- > You need a computer or device with an internet connection and webcam. You may wish to use headphones but they are not essential.
- > Courses are conducted online via MS Teams, which can be accessed in your web browser or by downloading the app.
- > Course sessions can only be accessed by students enrolled in the course. You will receive login instructions after you enrol.
- > The sessions are live and interactive, and will be running at the times and dates specified.

All courses are subject to change. For the full range of courses and latest information visit cae.edu.au

OUR LOCATIONS

CAE City Campus:
253 Flinders Lane, Melbourne

B Box Hill Campus:
465 Elgar Road, Box Hill

L Lilydale Lakeside Campus:
Jarlo Drive, Lilydale

O Ola Cohn Centre:
41-43 Gipps Street, East Melbourne



Every effort has been made to ensure the information contained in this publication is accurate at the date of production (Jul 2024). For the most up-to-date information, please refer to cae.edu.au before booking a course. © Box Hill Institute RTO 4687 IHE PRV12117 M5022

ARTS

CERAMICS

Kintsugi for Beginners **NEW!**

Explore the ancient Japanese art of kintsugi. Learn how to repair and transform your broken ceramics into beautifully imperfect pieces of art.

1 x Mon 6-9pm · Sep 16 · \$189 · HXBA6301C

Mosaic Art for Beginners **NEW!**

Discover the beauty of assembling colourful ceramic tiles into stunning mosaic pieces. In this playful and creative course you'll be guided through the maze of materials and design applications to create your own mosaic art for your home or garden.

2 x Sat 2-4:30pm · Oct 12 to Oct 19 · \$229 · HXBA6401C

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DRAWING

Botanical Drawing in Colour

Learn a variety of techniques to draw flowers and foliage using graphite and colour pencils. Students will be working with still life and photos. Suitable for all skill levels.

1 x Sun 10am-4pm · Oct 27 · \$239 · HXAX7804C

Children's Book Illustration

From initial concepts to final artwork. Create original characters, develop a storyboard and learn appropriate techniques for contemporary children's book illustration.

4 x Wed 6-9pm · Aug 14 to Sep 4 · \$369 · HXM02004C

Christmas Botanical Drawing **NEW!**

Develop a step-by-step process for drawing a variety of seasonal Christmas flowers and foliage, using graphite and colour pencils.

1 x Sun 10am-4pm · Dec 8 · \$249 · HXBA7301C

Drawing: Beginners

This hands-on drawing course for beginners covers a range of drawing skills and materials required to produce representational drawings.

4 x Thu 6-8:30pm · Oct 24 to Nov 14 · \$359 · HXP68204C

Drawing for Cartooning

A basic drawing class to get you on your feet for cartooning. Learn how to draw faces, gestures and simple perspective drawing.

5 x Wed 6-8:30pm · Oct 9 to Nov 6 · \$389 · HXS39803C

Drawing: Intro

Using still-life arrangements in the studio, explore basic drawing principles such as composition, tone, shading and proportion. All materials are included.

1 x Sat 10am-3pm · Aug 10 · \$229 · HXW76203C

Portrait & Self-Portrait Drawing

Study the structure and proportions of the head and facial features to develop portrait and self-portrait drawing techniques using pencil, charcoal and ink.

1 x Sun 10am-4pm · Sep 22 · \$229 · HXAS2103C

Sketching in the Royal Botanic Gardens

Be inspired by Melbourne's famous gardens as you make descriptive sketches of the landscape, foliage and flowers. Focusing on skills of line drawing, tone, composition and perspective.

1 x Sat 10am-1pm · Oct 26 · \$139 · HXAL6702C

Urban Sketching

Learn the basics of perspective drawing and try your hand at sketching Melbourne's popular laneway, Degraes Street.

1 x Sat 10am-1pm · Oct 19 · \$139 · HXAZ2303C

ARTS

PAINTING

Alcohol Art Techniques **NEW!**

Unleash your creativity and explore art with alcohol ink. This vibrant medium allows for stunning, unpredictable designs that will leave you inspired.

1 x Wed 6-8:30pm · Nov 13 · \$179 · HXBA7201C

Botanical Painting

Explore the step-by-step process of painting flowers from start to finish, working from still life and photographs.

1 x Sun 10am-4pm · Aug 4 · \$239 · HXAT2002C

Ink and Watercolour Art

Ink and watercolour art is a quick and easy way to capture landscape, buildings and your favourite things. Artist Janet Hayes will show you how to create sketches in ink and use watercolour to add colour.

1 x Sun 11am-4pm · Aug 11 · \$229 · HXAX5004C

Landscapes in Watercolour

Through close observation of nature, learn the principles of perspective, colour and composition to create dynamic watercolour paintings full of life and energy.

1 x Sun 10am-4pm · Oct 27 · \$229 · HXAM6902C

Marbling Art **NEW!**

Explore the art form of marbling and unleash your creativity using a variety of marbling pattern styles and design transfer techniques.

1 x Sun 2-4:30pm · Oct 27 · \$179 · HXBA6001C

Oil Painting: For Beginners

Explore the many facets of oil painting: from paint application to surface preparation, mediums and finishings.

4 x Thu 6-8:30pm · Jul 25 to Aug 15 · \$359 · HXD86604C

2 x Sat 10am-3pm · Sep 7 to Sep 14 · \$359 · HXD86605C

Painting: Abstract

Learn about composition, colour mixing, design and space.

5 x Thu 6-9pm · Oct 31 to Nov 28 · \$459 · HXA27305C

Painting: Beginners

An introduction to a range of painting, colour mixing and application, tone, composition, still life, abstract and expressionist painting.

4 x Wed 6-8:30pm · Oct 9 to Oct 30 · \$359 · HXA26403C

Painting & Drawing: Beginners

Get into painting and drawing using acrylic, charcoal and pastels. The course will cover composition, representation, abstraction and colour theory.

4 x Fri 10am-1pm · Aug 16 to Sep 6 · \$389 · HXW84403C

5 x Thu 6-8:30pm · Oct 17 to Nov 14 · \$389 · HXW84405C

Palette Knife Painting

Unleash your creativity and enjoy the freedom of experimenting with paint through the unique techniques of palette knife painting.

4 x Tue 6-8:30pm · Jul 30 to Aug 20 · \$339 · HXBA1502C

Watercolours: Beginners

Learn colour theory, develop techniques and experiment with a variety of watercolour painting methods.

4 x Tue 6-8:30pm · Aug 13 to Sep 10 · \$399 · HXAS6303C

Watercolours: Intro

Develop confidence in mixing colours and practising a variety of watercolour painting techniques.

1 x Sun 10am-3pm · Sep 15 · \$239 · HXA30103C

PICTURE FRAMING

Picture Framing

Learn how to custom-frame using matting, frame, glass and backing board techniques.

4 x Wed 6-9pm · Aug 21 to Sep 11 · \$449 · HXA16105C

PRINTMAKING

Screen Printing

Make designs using cut outs, oil pastels and photographic stencils to print onto fabric, clothing or paper.

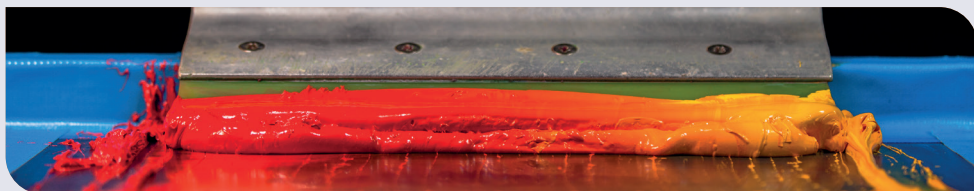
② 2 x Sat 10am-4:30pm · Aug 3 to Aug 10 · \$399 · HXP120020

SCULPTURE

Sculpting for Beginners

Explore the basics of sculpture and creating three-dimensional work through a variety of materials, including clay, wax and plasticine.

4 x Tue 6-8:30pm · Aug 13 to Sep 3 · \$389 · HXAS6202C





BUSINESS

FINANCIAL MANAGEMENT

Bookkeeping: Introduction

This practical course will provide you with an insight and appreciation into why bookkeeping is one of the cornerstones of running a good business.

2 x Mon 9:30am-3:30pm · Oct 14 to Oct 21 · \$389 · SKH36003C

PROFESSIONAL DEVELOPMENT

Born for Success: An Introduction to NLP

Reach your full potential by harnessing the power of Neuro-Linguistic Programming (NLP) and transform the way you think and act.

2 x Tue 6-9pm · Oct 8 to Oct 15 · \$199 · SKV37302C

Building Your Self Esteem and Assertiveness Skills

Discover simple techniques that dramatically change how you feel about yourself. Learn the importance of self-acceptance and nurturing a sense of self.

1 x Wed 9:30am-4:30pm · Jul 24 · \$299 · SKT85402C

Coaching and Mentoring Skills

Develop effective coaching and mentoring skills to cultivate personal and professional growth in others.

1 x Wed 9:30am-4pm · Jul 31 · \$229 · SKBA1102C

Diplomacy, Influence and Persuasion

Join life coach Jacquie Wise to learn the principles of diplomacy and the art of persuasion. Avoid misunderstandings, handle unreasonable people and conflicts and enhance your leadership skills.

1 x Sat 10am-4pm · Aug 3 · \$205 · DNK26401C

Effective Cross-Cultural Communication

Gain a clear and practical understanding of how to communicate effectively with people from diverse cultures in the workplace.

1 x Tue 10am-4pm · Aug 20 · \$199 · SKAZ4802C

1 x Mon 10am-4pm · Oct 28 · \$199 · SKAZ4803C

Harnessing the Power of Body Language

Julie-Anne Black combines theory and a practical approach to provide a better understanding of key body language issues.

2 x Thu 6-9pm · Oct 31 to Nov 7 · \$199 · SKZ32203C

Leadership Skills for New and Emerging Leaders

Lead your team and projects successfully!
Discover innovative ways of working from the latest leadership and Agile practices.

1 x Tue 9:30am-4pm · Sep 3 · \$229 · SKBA1403C

The Minute Taker's Workshop

This workshop provides the best techniques for producing accurate minutes that include all the essential information.

1 x Wed 9:30am-4:30pm · Sep 18 · \$299 · SKT84004C

Powerful Presentation Skills

Learn to deliver a presentation which connects with the audience. Communicate clearly and speak with confidence.

2 x Wed 9:30am-4:30pm · Oct 23 to Oct 30 · \$399 · SKT73203C

Time Management:

Get Organised for Peak Performance

This one-day workshop is full of ideas for organising your workspace and workflow and prioritising tasks for maximum workplace efficiency.

1 x Thu 9:30am-4:30pm · Sep 12 · \$249 · SKT84203C

PROJECT MANAGEMENT

Project Management Fundamentals

Discover the most common terms and industry techniques to manage your projects to time and budget.

2 x Wed 9:30am-4:30pm · Aug 14 to Aug 21 · \$419 · SKT85303C

SMALL BUSINESS

Become a Melbourne Walking Tour Guide

Build your knowledge of the city and learn the skills to become a walking tour guide in the Melbourne CBD.

4 x Sat 10am-3pm · Aug 3 to Aug 24 · \$639 · DNAZ8801C

Digital Marketing Essentials **NEW!**

Gain top-level insights into various digital marketing techniques, their uses, and benefits. Topics include website design, SEO, analytics, A.I., direct marketing, digital advertising and social media.

2 x Sat 10am-3pm · Sep 7 to Sep 14 · \$299 · SKBA7901C

Five Elements of a Successful Business **NEW!**

Using models, theories, techniques and strategies, explore the five essential elements of a successful business - leadership, human resources, finance, marketing and business development.

5 x Mon 6-9pm · Nov 11 to Dec 9 · \$419 · SKBA7401C

Small Business: A Start-up Guide

Develop a flexible but disciplined process to validate your business ideas or review your current business.

1 x Sat 10am-4pm · Oct 26 · \$209 · SKZ57003C

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COMPUTERS & TECH



APPLE COURSES

Apple Mac Basics And The Web

This Apple Mac course is a gentle introduction to both the Mac computer and basic internet usage.

2 x Sat 9:30am-12:30pm · Sep 7 to Sep 14 · \$229 · SRAT9003C

BASIC IT SKILLS

Introduction to Personal Computers & the Internet

If using a computer seems scary, this course will teach you all the basics in a comfortable, friendly environment.

4 x Mon 9:30am-12:30pm · Aug 12 to Sep 2 · \$345 · SRZ42203C

MICROSOFT OFFICE

Microsoft Excel Introduction

A gently-paced introduction to Excel fundamentals for people who have not previously been involved in work or roles that depend on Excel.

2 x Thu 9:30am-4:30pm · Aug 22 to Aug 29 · \$409 · SRAX3503C

Microsoft Excel Intermediate

This is a moderately-paced workout for people who work with Excel often.

2 x Thu 9:30am-4:30pm · Sep 12 to Sep 19 · \$409 · SRAX3602C

Microsoft Word and Excel: Introduction

Improve your knowledge of workplace essentials Microsoft Word and Microsoft Excel.

5 x Tue 6-9pm · Aug 20 to Sep 17 · \$459 · SRX46603C



CRAFTS & TEXTILES

BOOKBINDING

Book Repairs and Restoration for Beginners

Learn how to repair and restore your favourite books to their former glory, from sewing spines to patching paper.

1 x Sun 10am-4pm · Sep 8 · \$249 · HXA29903C

Coptic Stitch Bookbinding

Discover the technique for Coptic spine stitching and create your own hand stitched hardback book cover.

1 x Sun 1-4pm · Aug 25 · \$209 · HXBA4401C

Japanese Bookbinding

Create your own handmade books using Japanese binding techniques, perfect for journaling, sketching or as a beautifully handcrafted gift for your loved ones.

1 x Sun 1-4pm · Sep 22 · \$189 · HXBA4501C

Make a Leather Wrap Journal

Create a beautiful, handmade leather-bound journal to showcase your work, photos and memories in style!

1 x Sat 1-4pm · Aug 3 · \$229 · HXA28702C

Simple Book Binding

Learn traditional bookbinding skills to create your own hardcover book with a soft spine.

1 x Sun 10am-4pm · Oct 20 · \$289 · HXT83103C

LEATHER CRAFT

Make a Leather Wallet **NEW!**

Design and craft a unique leather wallet that is tailored to your personal style. Take home your handcrafted wallet along with valuable skills to continue your leather crafting journey.

1 x Sun 1pm-4pm · Oct 13 · \$249 · HXBA8001C

Make Leather Jewellery **NEW!**

Learn the techniques and intricacies of working with leather to craft stunning earrings, bracelets, and more. You'll take home bespoke pieces of jewellery and the skills to continue crafting at home.

1 x Sun 1:30-4pm · Sep 15 · \$179 · HXBA6901C

PAPER CRAFT

Make Paper Flowers **NEW!**

Learn the craft of paper flower making and take home a stunning bouquet of paper flowers handmade by you!

1 x Sun 2-4:30pm · Nov 17 · \$179 · HXBA6801C

Make Paper Jewellery **NEW!**

Discover the art of crafting paper jewellery. Learn basic paper crafting techniques, design and create earrings, necklaces, and bracelets using various papers and embellishments. Take home unique pieces reflecting your creativity and newfound skills.

1 x Sun 10:30am-1pm · Nov 17 · \$159 · HXBA6701C

Make Pop-Up Christmas Cards **NEW!**

Craft your own pop-up Christmas cards for friends and family. Learn basic card-making techniques such as scoring, folding, and layering. Then explore the art of designing pop-up and 3D elements to add dimension and wow factor to your holiday cards.

1 x Wed 6-8:30pm · Dec 4 · \$149 · HXBA6701C

Paper Collage Art **NEW!**

Delve into the vibrant art of collage! Learn the techniques for layering and blending different papers to create captivating compositions.

1 x Sun 10am-12:30pm · Sep 22 · \$149 · HXBA7101C

Papermaking 101 **NEW!**

Discover the ancient art of papermaking. Create gorgeous, eco-friendly stationary using a variety of materials and leave with a bundle of beautifully handcrafted paper.

1 x Sun 10am-1pm · Oct 27 · \$179 · HXBA6501C

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DIGITAL DESIGN

ADOBE CREATIVE CLOUD

Adobe Illustrator: Introduction

Learn how to create scalable vector graphics such as logos, illustrations and other graphics using Adobe Illustrator CC.

4 x Wed 6-9pm · Aug 28 to Sep 18 · \$349 · HDV80002C

Adobe InDesign: Introduction

Learn the fundamentals of Adobe InDesign CC and its ability to create and design documents such as flyers, brochures and magazine layouts.

4 x Wed 6-9pm · Jul 24 to Aug 14 · \$349 · HDV76802C

4 x Wed 6-9pm · Oct 30 to Nov 20 · \$349 · HDV76803C

Adobe Photoshop: Introduction

Learn the fundamentals of Adobe Photoshop CC and its ability to add impact to photography and illustration projects.

2 x Sun 10am-4pm · Aug 18 to Aug 25 · \$349 · HDV59703C

DIGITAL DESIGN & MULTIMEDIA

Digital Art with Procreate

Learn how to design, sketch, paint and create with Procreate!

1 x Wed 6-9pm · Oct 9 · \$139 · HDBA2403C

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ENGLISH AS AN ADDITIONAL LANGUAGE

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Business English - Speaking for Professionals

Gain confidence with your English when speaking in a professional environment.

8 x Tue 6-9pm · Jul 23 to Sep 10 · \$629 · SKR50803C

8 x Tue 6-9pm · Oct 15 to Dec 10 · \$629 · SKR50804C

Business English - Writing for Work

Develop your workplace writing, grammar, sentence construction and spelling. Practise all forms of writing from emails to memos and reports.

8 x Thu 6-9pm · Aug 1 to Sep 19 · \$495 · SKR51904C



FASHION, SEWING & STYLE

FASHION DESIGN & ILLUSTRATION

Fashion Illustration for Beginners

Delve into the exciting world of fashion design and illustration and gain the skills and knowledge necessary to bring your creative visions to life!

2 x Sun 10am-4pm · Jul 21 to Jul 28 · \$369 · HXBA2002C

Introduction to CAD Fashion Design in Adobe Illustrator

Explore Adobe Illustrator for fashion design. Learn how to set up a document and use a template to draw your own basic garment and apply block colours and stitching detail.

4 x Thu 6-8:30pm · Aug 29 to Sep 19 · \$359 · HXBA2502C

PATTERN MAKING

Pattern Making

Create, define and express your style. Learn to create interesting and individual designs made to measure, using a range of professional pattern-making techniques.

2 x Sat 10am-5pm · Jul 20 to Jul 27 · \$399 · HVA10604C

2 x Sat 10am-5pm · Sep 14 to Sep 21w · \$399 · HVA10605C

Pattern Making from an Existing Garment

Bring your favourite basic pieces such as a skirt, shirt or a simple dress and turn them into a pattern you can re-create time and time again.

1 x Sat 11am-4pm · Sep 21 · \$195 · HVP52405C

SEWING

Overlocking

Master your overlocker by learning all aspects of the machine and overlocking techniques such as threading, tension adjustment, seams and hems. BYO overlocker.

1 x Sat 10am-4:30pm · Aug 10 · \$225 · HVA08803C

Master Your Sewing Machine in a Day

Become an expert in a single day. Everything from the basics (e.g. threading and tension adjustments, how and when to use built-in stitches and presser feet that come with your machine) to steps that achieve professional results.

1 x Sat 10am-4:30pm · Sep 14 · \$225 · HVV19004C

Sewing: Beginners

An excellent introduction to making your own clothes with ease. Covers machine set-up and use, reading patterns, fabric suitability and finishing techniques.

2 x Sun 10am-4:30pm · Aug 18 to Aug 25 · \$340 · HVS7506C

All courses are subject to change.
For the latest information visit cae.edu.au

FITNESS

FITNESS

Bone Boosters: Level 1

Improve bone strength through simple and safe bodyweight and resistance band exercises.

9 x Thu 11:45am-12:45pm · Jul 25 to Sep 19 · \$199 · DJAB9203C

Bone Boosters: Open Level

Regular resistance training has been shown to strengthen muscles, protect joints and optimise bone density. All levels of experience are welcome to join this vitalising course with our fitness instructor.

9 x Fri 11:30am-12:30pm · Jul 26 to Sep 20 · \$199 · DJAT7303C

Exercise For Wellbeing

Stretch and strengthen your body through safe and gentle exercises with Liz Ede, to provide a thorough workout.

9 x Thu 10:15-11:15am · Jul 25 to Sep 19 · \$199 · DJC40503C

TAI CHI

Tai Chi Yang: Beginners

Using a series of movements and postures called forms, you will utilise slow, flowing movement to develop your intrinsic energy. Gain awareness of the motions of muscles and joints, breathing and movement, and experience the restorative effects of mindful exercise.

9 x Sat 2-3pm · Jul 27 to Sep 21 · \$199 · DJAT0703C

Tai Chi Yang: Intermediate **NEW!**

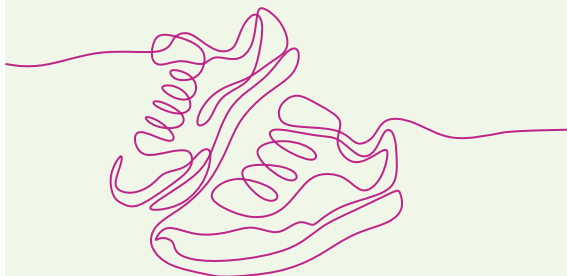
This course offers a progression for those already familiar with this traditional Chinese exercise activity that confers positive health and wellbeing.

9 x Sat 12:55-1:55pm · Jul 27 to Sep 21 · \$199 · DJBA5101C

Tai Chi Yang: Advanced

This course introduces you to fundamentals of Yang-style Tai Chi. Take time to learn the slow gentle movements of Tai Chi and work towards harmony of mind and body.

9 x Sat 11:45am-12:45pm · Jul 27 to Sep 21 · \$199 · DJC41203C



FLORISTRY

FLORISTRY

Floristry in a Day

In a single day you can learn flower arranging, including traditional and contemporary techniques. We introduce you to a variety of flowers and foliages that are widely available.

B 1 x Sat 10am-4pm · Jul 27 · \$305 · HVR50204B

B 1 x Sat 10am-4pm · Oct 26 · \$305 · HVR50205B

Sustainable Floristry Techniques **NEW!**

Discover the art of crafting exquisite floral arrangements using sustainable practices, replacing traditional floral foam in favour of natural or re-usable materials.

B 5 x Sat 9:30am-12:30pm · Aug 10 to Sep 7 · \$415 · HVBA5201B



FOOD & BEVERAGE

HANDS-ON COOKING

Introduction to Basic Bread Making

Discover the best techniques to knead, rest and bake dough for white loaves, pizza, brioche, grissini and more.

B 1 x Sat 10am-3pm · Jul 20 · \$275 · DHZ84901B

Kitchen Boot Camp:

Hands-on Cooking Skills for Beginners

Get up to speed with essential kitchen skills. Master basic techniques for creating terrific pastas, casseroles, stir fries and curries at home.

B 1 x Thu 6-9pm · Aug 1 · \$219 · DHY44603B

B 1 x Tue 6-9pm · Oct 29 · \$219 · DHY44604B

Kitchen Boot Camp 2: More Hands-on Cooking Skills for Beginners **NEW!**

Whether you've done the original Kitchen Boot Camp or not, this Kitchen Boot Camp for Beginners class will teach you fundamental cooking techniques for preparing a range of fresh and delicious meals at home.

B 1 x Tue 6-9pm · Nov 12 · \$219 · DHBA7501B

Kitchen Knife Skills:

Sharpening, Cutting, Deboning & Filleting

Chop, slice, julienne and dice your way to enhanced kitchen knife skills with Simone Mancin.

Practise different cutting techniques, learn how to fillet a fish and debone a chicken.

B 1 x Sat 10am-3pm · Nov 23 · \$275 · DHW5880

Pasta Fresca: Handmade Pasta Making Class

Roll, cut and shape your handmade pasta dough to create dishes including duck ravioli, pumpkin and ricotta rotolo, spaghetti carbonara, potato gnocchi and more!

B 1 x Sat 10am-2pm · Aug 24 · \$249 · DHY47702B

Simply Healthy Delicious Cooking

Learn how to use a range of whole grains, healthy proteins and vegetables to create wholesome meals that taste delicious!

B 1 x Tue 6-9pm · Sep 10 · \$219 · DHBA4301B



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HEALTH & WELLBEING



HISTORY, SCIENCE & PHILOSOPHY



PERSONAL EFFECTIVENESS

Assertiveness with Difficult People

Learn to be assertive even when dealing with unreasonable people. Jacqui Wise will show you how to say no without guilt, set boundaries, ask for what you want.

1 x Sat 10am-4pm · Sep 7 · \$205 · DNO05404C

Confident Conversations & Social Etiquette

Learn how to move past shyness and anxiety, how to be more confident and make more meaningful connections with others.

1 x Sat 10am-4pm · Jul 20 · \$205 · DNV83102C

1 x Sat 10am-4pm · Sep 21 · \$205 · DNV83103C

How Can I Make the Law of Attraction Work for Me? **NEW!**

If you could have anything you wanted, what would your life look like? Uplift your vibrations to match the vibrations of your dreams. Life coach Jacqui Wise will help you walk through the eight stages of attracting what you want.

1 x Sat 10am-4pm · Jul 27 · \$205 · DNV86703C

1 x Sat 10am-4pm · Oct 12 · \$205 · DNV86704C

How to Navigate Misinformation in the Modern World. **NEW!**

Join expert guide Associate Professor Hassan Vally, health scientist and author, as he helps to empower you with the tools for seeing through manipulation and misinformation.

4 x Tue 10:30am-12:30pm · Aug 20 to Sep 10 · \$250 · DNBA8501C

Panic-Free Public Speaking for Nervous Beginners

For many people, public speaking is their number one fear. Learn how to overcome anxiety about public speaking and get your point across with confidence.

3 x Tue 6pm-8pm · Sep 10 to Sep 24 · \$205 · DNT50704C

Soulmates, Angels and Guides **NEW!**

Jacqui Wise will show you that everyone has a team of guides or angels helping them through life's journey.

1 x Sat 10am-4pm · Aug 31 · \$205 · DNBA6001C

Your Soul's Journey **NEW!**

Why your life is as complicated as it is? Why *don't* things work out as planned? Would you like to know what life is all about?

1 x Sat 10am-4pm · Sep 14 · \$205 · DNBA6101C

HISTORY, THE ARTS & CULTURE

A Trip Down the Nile: Follow in the Wake of Cleopatra VII & Julius Caesar

Forensic Egyptologist, Dr Janet Davey of Monash University, will immerse you in the history of gods, goddesses, Pharaonic superstars, 'Big Builds' and how ordinary people lived in Ancient Egypt.

4 x Thu 6-8pm · Oct 10 to Oct 31 · \$299 · DNBA5501C

Have Brush, Will Travel:

3 Peripatetic Italian Artists

Significant artists of the late Medieval / early Renaissance: Giotto di Bondone, Piero della Francesca and Bernadino di Betto, better known as Pinturicchio.

4 x Fri 11:30am-1pm · Aug 2 to Aug 23 · \$250 · DNAT7501C

Politics & Performance:

Music at the Court of Louis XIV

Dr Richard Stone examines the important role played by music in the life of Louis XIV and his court; both as entertainment and as a demonstration of power.

3 x Wed 11:30am-1pm · Jul 24 to Aug 7 · \$199 · DNAY9501C

Rebels & Reactionaries:

Australian Culture in the 1930s

Explore the conflicting visions of Australian poets and painters struggling with the pressure of internationalism, indigenous culture and colonial legacy, searching for national self-definition through literature and arts.

3 x Wed 11:30am-1pm · Aug 14 to Aug 28 · \$199 · DNEA0301C

Revolutions, Republics and Restorations:

France Between Napoleons

France under the Napoleons: almost a century of Bonaparte rule. Explore the period from 1799 to 1871.

5 x Fri 11:30am-1pm · Sep 6 to Oct 11 · \$280 · DNBA5901C

PHILOSOPHY

Fate, Freedom and Responsibility **NEW!**

Do we have genuine 'free will' to decide how we behave? Or are we shaped by forces and factors beyond our control?

3 x Tue 10:30am-12:30pm · Jul 30 to Aug 13 · \$249 · DNBA5301C

Human Nature and Government:

From Aristotle to Marx **NEW!**

A critical introduction to key political ideas in Aristotle, Machiavelli, Hobbes, Rousseau, and Marx and Engels.

5 x Tue 10:30am-12:30pm · Aug 20 to Sep 17 · \$335 · DNBA5401C

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INTERIOR DESIGN & DÉCOR

LANGUAGES

INTERIOR DESIGN

Introduction to Interior Design

Whether you're a passionate interior design enthusiast or new to the theme, this beginner-friendly short course is tailored to guide you through every step of creating stunning interior spaces.

2 x Sun 10:30am-3:30pm · Oct 13 to Oct 20 · \$329 · DNBA8101C

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ARABIC

Explore the rich cultural tapestry of Arabic culture, uncover new perspectives, and connect with millions of speakers worldwide.

Arabic: Elementary 1

8 x Thu 6-8pm · Jul 25 to Sep 12 · \$385 · DLV72109C

CHINESE (MANDARIN)

From Chinese characters to global communication advantages, learning Mandarin opens doors to a world of possibilities. Immerse yourself in Chinese culture, connect with millions of people and unlock endless opportunities for travel, business, and personal enrichment.

Mandarin: Elementary 1

8 x Tue 6-8pm · Jul 16 to Sep 3 · \$385 · DLV84007C

8 x Wed 6-8pm · Aug 14 to Oct 2 · \$385 · DLV84008C

Mandarin: Elementary 2

8 x Mon 6-8pm · Aug 26 to Oct 14 · \$385 · DLV84104C

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BECOME A TRAINER IN YOUR FIELD

If you've been working in your industry for at least 5 years, why not consider becoming a trainer? It could be time for a career change.

Our Certificate IV in Training & Assessment (TAE40122) is a great way to start — it's part of the government-funded Free TAFE initiative*.

CALL 1300 BOX HILL

*For eligible students

LANGUAGES

FRENCH

Learn how to go shopping, buy food, and greet people in French. Learn key phrases and inside techniques for communicating confidently and effectively with just a few words in almost any situation. Course fees include booklet.

French for Travellers

6 x Sat 10:30am-12:30pm · Aug 3 to Sep 7 · \$330 · DLB34509C

French: Elementary 1

Ignite your passion for French language and culture. Communicate with French speakers worldwide, connect with friends, family, colleagues, and immerse yourself in the vibrant Francophone community. Embark on an exciting linguistic adventure today.

8 x Wed 10am-12pm · Jul 17 to Sep 4 · \$385 · DLAT6412C

8 x Tue 10am-12pm · Aug 6 to Sep 24 · \$385 · DLAT6413C

French: Elementary 1 (Online)

8 x Thu 7-9pm · Jul 25 to Sep 12 · \$385 · DLAU3804C

8 x Fri 11am-1pm · Aug 16 to Oct 4 · \$385 · DLAU3805C

French: Elementary 2

8 x Mon 6-8pm · Aug 26 to Oct 14 · \$385 · DLAT8906C

French: Elementary 3

8 x Wed 6-8pm · Aug 7 to Sep 25 · \$385 · DLAU1403C

French: Elementary 4

8 x Tue 6-8pm · Aug 13 to Oct 1 · \$385 · DLV74202C

French: Elementary 6

8 x Sat 10:30am-12:30pm · Jul 20 to Sep 7 · \$385 · DLW97001C

French Continuing: Intermediate

9 x Tue 10:30am-12:30pm · Aug 6 to Oct 1 · \$410 · DLAE0903C

GERMAN

Discover the power of German, the language of arts, music, trade, science, and engineering. Spoken by 130 million people, it is the most widely spoken language in Europe. With official status in seven countries, learning German opens doors for pleasure, travel, study, and future career opportunities.

German: Elementary 1

8 x Mon 6-8pm · Aug 5 to Sep 23 · \$385 · DLV75408C

German: Elementary 1 (online)

8 x Sat 10:30am-12:30pm · Jul 20 to Sep 7 · \$385 · DLAU8704C

German: Elementary 3

8 x Wed 6-8pm · Aug 7 to Sep 25 · \$385 · DLV76002C

German Advanced

10 x Sat 10am-12pm · Aug 10 to Oct 12 · \$452 · DLB63603C

GREEK

Learn about the origins of science, politics, and philosophy. It is a great incentive to visit Greece, enjoy the blue sky and clear seas, taste Greek cuisine, converse with locals and rediscover the true essence of life.

Greek: Elementary 1

8 x Thu 5:30-7:30pm · Jul 18 to Sep 5 · \$385 · DLV76906C

Greek: Elementary 1 (online)

8 x Sat 10:30am-12:30pm · Jul 20 to Sep 7 · \$385 · DLV76906C

Greek: Elementary 2

8 x Wed 5:30-7:30pm · Jul 31 to Sep 18 · \$385 · DLV77004C

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LANGUAGES

INDONESIAN

This is one of the easiest Asian languages to learn. Indonesia is also a popular tourist destination for Australians. Get ready to interact with the most friendly and hospitable people in the region.

Indonesian: Elementary 1

8 x Wed 6-8pm · Jul 17 to Sep 4 · \$385 · DLV78805C
8 x Mon 6-8pm · Aug 12 to Sep 30 · \$385 · DLV78806C

Indonesian: Elementary 2

8 x Tue 6-8pm · Aug 27 to Oct 15 · \$385 · DLV79001C

ITALIAN

Love, food, culture, music, and fashion – just a few of the reasons to learn the fourth most studied language in the world. Speak like a local during your next trip!

Italian for Travellers

Learn how to go shopping, buy food, and greet people. Learn key phrases and insider techniques for communicating confidently and effectively with just a few words in almost any situation. Course fees include a phrasebook and handouts.

6 x Sat 10:30am-12:30pm · Jul 20 to Aug 24 · \$330 · DLE16408C

Italian: Elementary 1

8 x Mon 6-8pm · Jul 15 to Sep 2 · \$385 · DLV80710C
8 x Wed 6-8pm · Aug 7 to Sep 25 · \$385 · DLV80711C

Italian: Elementary 1 (online)

8 x Sat 10:30am-12:30pm · Jul 20 to Sep 7 · \$385 · DLAU4804C

Italian: Elementary 2

8 x Tue 6-8pm · Aug 6 to Sep 24 · \$385 · DLV80905C

Italian: Elementary 3

8 x Wed 6-8pm · Aug 7 to Sep 25 · \$385 · DLW15301C



JAPANESE

These courses are ideal if you want to communicate in simple Japanese with family and friends, at work or on vacation; and for people who want to achieve a deeper understanding of Japanese culture and people.

Japanese: Elementary 1

8 x Wed 6-8pm · Jul 17 to Sep 4 · \$385 · DLV81307C
8 x Tue 6-8pm · Aug 6 to Sep 24 · \$385 · DLV81308C

Japanese: Elementary 1 (online)

8 x Sat 10:30am-12:30pm · Jul 20 to Sep 24 · \$385 · DLAU9604C

Japanese: Elementary 2

8 x Thu 6-8pm · Jul 25 to Sep 12 · \$385 · DLV81404C

KOREAN

Interested in K-pop and Korean dramas? Korean is becoming increasingly popular. These courses give you the chance to experience a rich culture, expand your knowledge, and communicate with locals.

Korean: Elementary 1

8 x Tue 6-8pm · Jul 16 to Sep 3 · \$385 · DLV65706C
8 x Wed 6-8pm · Aug 14 to Oct 2 · \$385 · DLV65707C

LATIN

Discover the captivating world of Latin and the roots of modern languages. Unravel ancient civilizations, explore rich literature, and broaden your horizons. Join us now to embark on an extraordinary journey into the beauty of Latin.

Latin 01

8 x Wed 12:30-2pm · Jul 17 to Sep 18 · \$385 · DLB67707C

Latin 02

8 x Thu 6-8pm · Jul 25 to Sep 12 · \$385 · DLH88402C

Latin Reading Group (Deliciae Latinae)

12 x Mon 2-3:30pm · Aug 19 to Nov 4 · \$594 · DLK17403C

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GET YOUR FREE SKILLS CHECK



LANGUAGES

RUSSIAN

A remarkable culture with a vast territory to discover and plenty of opportunities to communicate not only in Russia but also around the world. This is a language spoken by more than 300 million people.

Russian: Elementary 1

8 x Mon 6-8pm · Aug 5 to Sep 23 · \$385 · DLV73407C

Russian: Elementary 2

8 x Thu 6-8pm · Aug 8 to Sep 26 · \$385 · DLV73802C

Russian: Elementary 4

8 x Tue 6-8pm · Aug 6 to Sep 24 · \$385 · DLV75202C

SPANISH

Immerse yourself in Spanish: a vibrant language, with a rich culture, and global connections. Unlock new opportunities from literature to communication and embark on an exciting language adventure. Join us to embrace Spanish's beauty and open doors to a world of possibilities.

Spanish for Travellers

6 x Sat 10am-12pm · Jul 20 to Aug 24 · \$330 · DLV75908C

6 x Tue 6-8pm · Aug 13 to Sep 17 · \$330 · DLV78909C

Spanish: Elementary 1

8 x Mon 6-8pm · Aug 5 to Sep 23 · \$385 · DLV7709C

Spanish: Elementary 1 (Online)

8 x Sat 10:30am-12:30pm · Jul 20 to Sep 7 · \$385 · DLAU6504C

Spanish: Elementary 2

8 x Thu 6-8pm · Jul 18 to Sep 5 · \$385 · DLV77806C

8 x Tue 6-8pm · Aug 13 to Oct 1 · \$385 · DLV77807C

UKRAINIAN

Interested in learning the Ukrainian language? Our online Ukrainian Elementary 1 course is the perfect place to start. You will gain a solid foundation in basic Ukrainian grammar, vocabulary, and conversational skills. Through interactive lessons, engaging activities, and native speaker practice, you will be able to introduce yourself, ask and answer simple questions, and discuss everyday topics like family, hobbies, and the weather.

Ukrainian: Elementary 1

8 x Wed 6-8pm · Jul 17 to Sep 4 · \$385 · DLAB7801C

Ukrainian: Elementary 1 (Online)

8 x Wed 7:30-9:30pm · Aug 14 to Oct 2 · \$385 · DLAX0501C

VIETNAMESE

Take a journey into the melodic world of Vietnamese. Immerse yourself in a vibrant culture, unlock new connections, and explore the beauty of a unique language. Learning Vietnamese will open doors to a world of discovery.

Vietnamese: Elementary 1

8 x Tue 5:30-7:30pm · Aug 13 to Oct 1 · \$385 · DLV80407C

Vietnamese: Elementary 2

8 x Thu 5:30-7:30pm · Aug 15 to Oct 3 · \$385 · DLV83304C

Visit cae.edu.au for a comprehensive list of our language courses

All courses are subject to change.
For the latest information visit cae.edu.au



PERFORMING ARTS

ACTING

Acting: Beginners

All the world's a stage – and you can light it up. Gain confidence working with scripts and learn acting techniques in a supportive and fun environment.

7 x Tue 5:30-8pm · Aug 6 to Sep 17 · \$395 · HWA36803C

DANCE

Ballet for Adults: Intro

Did you learn ballet as a child? Or perhaps you have longed to learn but never had the opportunity? Join us on Wednesdays with professional dance teacher Janelle House.

4 x Wed 10am-11am · Aug 7 to Aug 28 · \$150 · HWAZ6902C

Ballet for Adults: Continuing

This course is suitable for students who have completed at least 6 months of beginner's ballet. It is also for those who are ready for a new challenge or want to improve technical accuracy.

4 x Wed 11:15am-12:15pm · Aug 7 to Aug 28 · \$150 · HWAZ7102C

INSTRUMENTAL

Guitar - Beginners

Don't let that beautiful guitar gather dust and go to waste – start playing!

Playing the guitar is a great way to relax, relieve stress and sharpen your mind. This engaging and empowering guitar course is designed for guitar lovers of all ages. We teach you chords, strumming and finger-picking to suit a variety of songs, as well as how to read notes and tablature.

6 x Sat 12:30-2:30pm · Aug 3 to Sep 7 · \$345 · HWA45603C

How to Understand and Practise Rhythm NEW!

A course to suit everyone, from beginners to experienced. For anyone interested in any style of music, this will benefit you in learning a musical instrument or voice.

9 x Wed 11am-12pm · Jul 31 to Sep 25 · \$285 · HWBA4702C

Piano & Keyboard: For Beginners

Always wanted to play piano but never had the courage to try? An introductory course run in small groups where students take turns at the keyboard. No prerequisite for enrolling. Suitable for beginners. Learn in 9 weeks what might normally take 9 months.

Day Classes

9 x Wed 12-1pm · Jul 31 to Sep 25 · \$299 · HWZ68603C

Evening Classes

9 x Wed 5-6pm · Jul 31 to Sep 25 · \$299 · HWZ89304C

Piano: Level 2

This course is ideal for students who have completed our Piano Beginners class and are eager to develop their playing ability further.

Day Classes

9 x Wed 2-3pm · Jul 31 to Sep 25 · \$299 · HWA47403C

Evening Classes

9 x Wed 6-7pm · Jul 31 to Sep 25 · \$299 · HWZ89404C

Piano: Level 3

Continue to develop and improve your piano playing ability. You need to have completed CAE Piano Level 2 course or have equivalent playing experience. If you are unsure of your level of experience, please contact us to discuss it.

Day Classes

9 x Wed 1-2pm · Jul 31 to Sep 25 · \$299 · HWA47503C

Evening Classes

9 x Wed 7-8pm · Jul 31 to Sep 25 · \$299 · HWZ89603C

Ukulele for Beginners

Ukulele is a fun, portable, affordable and seriously musical instrument. Learn techniques so you can quickly start playing.

6 x Sat 10am-12pm · Aug 3 to Sep 7 · \$345 · HWZ30004C

Ukulele: Continuing

Progress your ukulele technique and learn a range of fresh songs. Suited to learners who have completed Ukulele for Beginners or with prior experience.

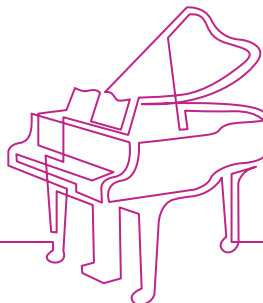
6 x Sat 2:30pm-4:30pm · Aug 3 to Sep 7 · \$345 · HWA5201C

SINGING


Fundamentals of Singing: Finding Your Own Voice and Singing from the Heart

Perfect start for the inexperienced but passionate singer. In a relaxed environment, learn basic vocal techniques, develop singing confidence and experience the joy of contemporary pop/rock songs, supported by a professional singer and tutor. Put the FUN into Fundamentals.

6 x Mon 5:30-8pm · Aug 12 to Sep 16 · \$345 · HWZ52603C



All courses are subject to change.
For the latest information visit cae.edu.au



PHOTOGRAPHY & FILM

FILMMAKING & EDITING

Film Editing with Adobe Premiere Pro - Introduction

This course covers everything needed to get started with Adobe Premiere Pro.

4 x Tue 6-9pm · Aug 27 to Sep 17 · \$369 · HDAT4203C

iPhone Video Making Workshop: Shoot, Edit, Share

Learn the core filming techniques and essential camera movements necessary to make the perfect video using your iPhone.

3 x Sun 10am-2pm · Oct 13 to Oct 27 · \$349 · HDAL9503C

POINT & SHOOT PHOTOGRAPHY

Advanced Smartphone Photography: Masterclass

Expand on the fundamentals of smartphone photography by delving deeper into the art of creative composition and image design principles.

1 x Sat 10:30am-3:30pm · Jul 20 · \$179 · HDAR8103C

1 x Sun 10:30am-3:30pm · Sep 22 · \$179 · HDAR8104C

Get in my Lens! Melbourne Photography Walking Tour

Capture impressive photographs of Melbourne's historic and hidden sites, from CBD landmarks to popular lanes and alleyways.

1 x Sun 10am-12:30pm · Sep 8 · \$119 · HDX95102C

SLR CAMERA PHOTOGRAPHY

Digital SLR Photography

Get the most from your Digital SLR camera with a combination of classroom learning and practical shooting under the expert guidance of an expert photographer.

2 x Sat 10am-4pm · Oct 5 to Oct 12 · \$349 · HDAD3105C

2 x Sun 10am-4pm · Jul 21 to Jul 28 · \$349 · HDAD3106C



WALKING TOURS

DESIGN WALKS

Over the Edge: Exploring Melbourne's Architecture, Circa 19thC - 21stC

Join award-winning architect, Nicholas Gioia and tour Melbourne CBD's North and Eastern borders to ponder the clash of 19thC and 21stC architecture - the buildings and the fascinating stories.

1 x Sun 10am-1pm · Aug 11 · \$129 · DNAE0602C

HISTORICAL WALKS

Carlton Historical Walking Tour

Discover Carlton's fascinating past, including gracious terrace houses, the site of the first Children's Hospital, Medley Hall, beautiful Macarthur and Murchison Squares and much more.

1 x Sun 10am-12:30pm · Oct 20 · \$119 · DNZ68403C

Clifton Hill Walking Tour **NEW!**

Explore Clifton Hill's remarkable history with Isabel Simpson. Learn how 'Quarry Park' once provided much of the bluestone for Melbourne's lanes. Learn about former boot factories, the private schools, the politicians, and much more.

1 x Sun 10am-12:30pm · Sep 22 · \$119 · DNBA7601C

Melbourne's Lanes & Alleyways Tour

Isabel Simpson explores intriguing lanes and alleyways, including Oliver's Lane, Alfred Place, a 19th century garden and lost sites.

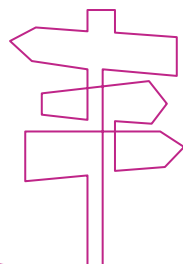
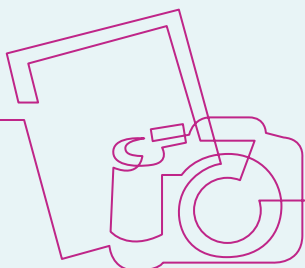
1 x Sun 10am-12:30pm · Jul 28 · \$119 · DNX10802C

Melbourne's Lanes & Arcades Tour

Isabel Simpson takes you to visit the oldest and grandest arcades during a walking tour through a network of fascinating lanes and alleys.

1 x Sun 10am-12:30pm · Aug 25 · \$119 · DNK39702C

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WRITING & EDITING

FICTION

Fiction Writing Masterclass **NEW!**

In this course, new and emerging writers will learn to hone a range of micro-skills to enrich their fiction. In each class we will focus on a particular skill or aspect of writing.

7 x Wed 6-9pm · Jul 31 to Sep 4 · \$420 · HABA2703C

Novel Writing

This practical course will teach you everything you need to know to begin your novel journey.

5 x Thu 6-9pm · Aug 22 to Sep 19 · \$360 · HAL00403C

The Short Story

Discover what techniques will craft wonderfully imaginative short stories that will appeal to readers and hold their attention.

5 x Thu 6-9pm · Aug 29 to Sep 26 · \$360 · HAP35403C

NON-FICTION

Intro to Creative Non-Fiction

Apply the techniques of creative writing to write biography, travel, memoir, reportage and many other forms of non-fiction.

4 x Wed 6-9pm · Jul 24 to Aug 7 · \$330 · HAZ41903C

Use Technology to Fast-Track & Self-Publish Your Family History or Memoir

We can help you with creating and uploading files, to enable you create print-on-demand. If you have a completed manuscript, we will show you how to format and upload to the internet.

1 x Sat 10am-2pm · Jul 20 · \$175 · HABA4101C

1 x Sat 10am-2pm · Sep 14 · \$175 · HABA4102C

SCRIPTWRITING & SCREENPLAY

Introduction to Screenwriting

Cover key aspects of writing for film. Explore narrative structure and film language, script format, layout, treatments and synopses.

6 x Thu 6-9pm · Jul 25 to Aug 29 · \$420 · HAJ64603C

Writing for Television **NEW!**

How to turn an idea into a compelling TV series. Create strong narrative, characters and pilot script for a short or long-form series.

6 x Tue 6-9pm · Aug 13 to Sep 17 · \$420 · HABA3902C

WRITING INSPIRATION

Poetry Writing

Established Australian poet Claire Gaskin will guide you on your journey into the world of poetry composition.

5 x Wed 6-9pm · Aug 21 to Sep 18 · \$360 · HAN20803C

WRITING SKILLS

Beginning Creative Writing

A fun and informative course for people who are interested in creative writing but are unsure how to get started.

3 x Sat 10am-2pm · Aug 10 to Aug 24 · \$330 · HAG59003C

Business Writing That Works

Learn to capture thoughts on paper so they are strong and persuasive, but at the same time clear, concise, complete and correct.

2 x Tue/Wed 9:30am-4:30pm · Oct 8 to Oct 9 · \$399 · SKT98103C

Introduction to Playwriting **NEW!**

Playwriting is a specialised discipline that can be learned and mastered. This course will help you generate ideas, craft dialogue, and create innovative characters and narrative.

6 x Thu 6pm-9pm · Aug 1 to Sep 5 · \$420 · HABA6201C

Micropublishing **NEW!**

A workshop for anyone who wants to produce books to promote their brand or just a lover of words wanting to start their own micropress.

2 x Tue 6-8pm · Aug 13 to Aug 20 · \$140 · HABA5701C

Self-Publish Your Genre Novel Workshop

A workshop that will appeal to those who have a completed manuscript already or are in the middle of one. It is not a 'how to write' class but a masterclass in understanding genre expectations.

1 x Tue 6-9pm · Aug 6 · \$130 · HABA4002C

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UPSKILL, LEARN AND CONNECT WITH YOUR WORK TEAM AT CAE

Would your organisation like to support your teams to connect and develop professionally?

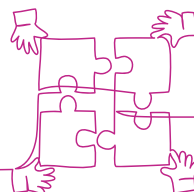
We offer flexible options for training: on-site at your workplace or at our conveniently located CBD campus.

The Centre for Adult Education (CAE) has been a trusted training provider for over 75 years, serving businesses and the community. Our trainers are industry experts, offering over 200 short courses during the day, evenings, and weekends.

Your teams can gain new skills or enhance existing skills, and engage in collaborative learning.

We offer a diverse range of programs, including: Cross-Cultural Communication, Coaching and Mentoring, Workplace Communication, Business Writing, Technical Writing, Copyrighting, Microsoft, Apple-Mac and Adobe programs, and much more.

We also offer a wide range of exciting courses in Health & Wellbeing, Languages, Cooking, Art, Crafts, Walking Tours, and Performing Arts, which are ideal for team-building activities.



If your organisation is looking to bring your colleagues together and build professional capacity, CAE is the perfect choice.

Popular courses include:

BUSINESS WRITING THAT WORKS

Business writing that works will improve your overall business writing skills for both professional and personal development.

For those who must write as part of their job, being able to write well can play a crucial role when dealing with both internal and external stakeholders across every level. In this program participants will learn how to capture thoughts on paper so they are strong and persuasive, yet at the same time clear, concise, complete and correct.

EFFECTIVE CROSS-CULTURAL COMMUNICATION

Understand how intercultural communication is vital for a high performing and productive workplace. People from diverse backgrounds bring their own unique cultural experiences to real time situations in business activities, bringing distinct and innovative ideas that can often enhance productivity and success.

In this workshop, participants will gain a clear and practical understanding of how to communicate effectively with people from diverse cultures in the workplace.

COACHING & MENTORING

Develop a foundational awareness and understanding of effective coaching and mentoring skills. Suitable for individuals from all industries, job roles and community groups, this introductory mentoring and coaching course will equip you with the knowledge and skills necessary to inspire and empower others to achieve their goals.



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