

# Envisage Training



## Who are we?

Envisage Training is an Australian owned training company dedicated to delivering quality learning outcomes and developing people's capabilities. Our company prides itself on service excellence, specializing in Information Communication Technology, Soft Skills and Accredited Training Courses.



## Our ICT Training Offerings...

### Microsoft Courses (XP, 2003, 2007, 2010)



Excel, Word, Access, PowerPoint, Project Outlook, PhotoStory3, Producer, Publisher, SharePoint, Visio, Windows (XP, Vista, Windows 7)

### Adobe Courses (CS2~CS5)

Acrobat, After Effects, Director, Dreamweaver, Fireworks, Flash, Freehand, GoLive, Illustrator, InDesign, Photoshop and Premiere

### MYOB Courses (All Versions)



MYOB Setting up, MYOB Day to Day Processes, MYOB Advanced Processes, MYOB Payroll Training, MYOB End-Of-Period Reconciliation & BAS

### Our Range of Courses also include

3D Studio Max, Crystal Reports, DVD Studio Pro, Final Cut Pro, GroupWise, ImageReady, Inspiration, Interactive Whiteboards, Lotus Notes, QuarkXPress, SAP, Soundtrack Pro, Stop Motion Animation, StrataStudio Pro (3D), Teaching in the Interactive Classroom

*Our approach is to contextualise and tailor the training to our client's needs, with a key focus on delivering quality learning outcomes*

*'The workshops were highly relevant and tailored to my specific requirements. I found Envisage Training to be highly professional and dedicated in their delivery of training. I would be happy to recommend them as a high quality training provider'*

*Vince – Moreton Bay Regional Council*

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## Professional Development (Soft Skills)

Our Professional Development suite of courses include,

Business Report Writing, Change Management, Client Relationship Management, Conflict Resolution, Dealing with Difficult People, Effective Communication Skills, Facilitation, Frontline Management, Leadership Excellence, Managing Gen Y, Marketing, Mentoring, Negotiation Skills, Organisational Psychology, Presentation Skills, Project Management, Sales and Customer Service, Team Building, Time Management, Work Life Balance and many more.

We also offer a number of Personality Profiling and Team Building Courses including DISC Training, Myers-Briggs and Team Management System (TMS)

## Accredited Training (Qualification offered through a Strategic Partnership with Train to Succeed RTO 31430)

### QUALIFICATION / TRAINING PACKAGES

Business Services Training Package BSB07  
Financial Services Training Package FNS04  
Public Safety Training Package PUA00 (Fire Sector)  
Public Sector Training Package PSP04  
Property Services Training Package CPP07  
Training & Assessment Training Package TAA04  
Community Services Training Package CHC08

PRINCE2® Foundation  
PRINCE2® Practitioner  
PRINCE2® Foundation with Practitioner  
PRINCE2® Re registration  
MSP™ Foundation  
MSP™ Practitioner only

### QUALIFICATION LEVELS

Certificate II level qualification  
Certificate III level qualification  
Certificate IV level qualification  
Diploma level qualification  
Advanced Diploma level qualification

MSP™ Foundation with Practitioner  
MSP™ Re registration  
P30 Foundation  
P30 Practitioner only  
P30 Foundation with Practitioner  
P30 Re registration



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