

The Savvy Business

RIGHT PLACE, RIGHT TIME – RIGHT FOR YOUR MIGHTY LITTLE BUSINESS



Imagine the possibilities from just a little pivot. Make it your mission to never miss a business opportunity again. You can scale up, reach and connect with new customers and maximise your potential when you know how. Plus you'll be in great company.



We all want better. The good news is you can stop looking – because you've found it, these are perfect for adding value to your bottom-line.

SHOP FOR COURSES ONLINE
ACECOLLEGES.EDU.AU



Visual Evolution.

CREATE OUTSTANDING PRESENTATIONS

Making a perfect business pitch is a really big deal. Using Apple's Keynote App you learn how to create powerful presentations that engage your target markets. You will find out where to locate perfect images, develop entertaining layouts, apply special effects and animations, add sounds and hyperlinks, and output to TV and other devices - all with confidence.

These are must have skills for businesses of every size in 2017.

6 May • 1 session
9.30am-12.30pm • \$60



DESIGN YOUR OWN BRAND & BUSINESS IDENTITY

Amazingly great for start-ups, and equally brilliant for businesses needing to evolve marketing actions. In this two day course you explore how designers create great brands, learn about the message of your own brand, common mistakes and discuss copyright. Then you tackle how to create the right artwork, use style guides to control your brand, and how to apply the brand across all aspects of your business. You do not need to be a graphic artist to excel in this course.

20 May • 2 sessions
9.30am-3.30pm • \$160

IMOVIE FOR BUSINESS

Moving images are a powerful way to capture attention on your website and in business presentations. Creating your own films is easier than you might think using iMovie. This is an App designed for all skill levels, from the absolute beginner to the more advanced. Find out how to make fast, simple film clips with impact. You will learn to shoot clips on phone or iPad, edit them in iMovie, and add sound, titles, transitions and effects.

16 May • 2 sessions
5.30am-8.30pm • \$90

You might be surprised where pushing your own boundaries takes your business.

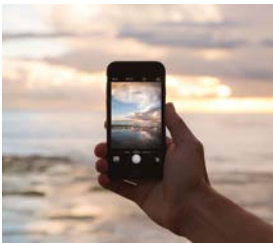
It's all in the detail.

The Social Space.

FACEBOOK FOR BUSINESS

This workshop is designed for business owners who are ready to put their business on Facebook and need to skill-up to maximise the investment. You will explore scheduling tools, the power of graphics and video, and how to engage with online communities.

20 March or 11 May • 1 session
9.30am-12.30pm • \$60



FACEBOOK FOR BUSINESS 2

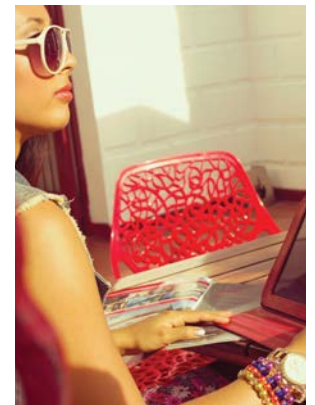
With the basics of Facebook mastered you are ready to step up a level, this short course develops your skills and confidence to move forward. Learn how to better manage your time using scheduling, run effective campaigns and build strong customer communities.

10 April or 1 June • 1 session
9.30am-12.30pm • \$60

SMALL BUSINESS PROMOTION

This is such a tiny investment for a big result. By completing this workshop you walk away understanding how advertising builds brand loyalty, how public relations can gain publicity to attract new customers, how sales promotion can stimulate immediate customer purchases and how to improve personal selling without spending on extra promotional campaigns.

11 March or 20 May • 1 session
9.30am-3.30pm • \$90



The art of being socialable can be a tiny bit tricky. **Arrive with fresh eyes** and leave with know-how to plug into the social space.

Productivity Pivots.

XERO ACCOUNTING

Xero is the emerging global leader of online accounting software that connects small businesses to their advisors and other services. Xero provides business owners with real-time visibility of their financial position in a way that's simple, smart and secure. From its entry into the Australian marketplace in 2008 it has grown significantly and currently has over 250,000 Australian customers. Join this course and learn about Xero's streamline functionality and how best to use the system to improve your business record keeping and reporting.

17 May • 6 sessions
9.30am-12.30pm • \$250



MENTOR IN THE WORKPLACE

Brilliantly designed for people who supervise or mentor apprentices, trainees, or provide informal training through coaching and mentoring to colleagues in the workplace. You will complete the course over just 3 weeks, 100% online with the support of a specialist facilitator at your own pace.

Start anytime • 3 weeks • \$300

HOW TO RUN A CAFÉ, RESTAURANT OR CATERING BUSINESS

This straight talking short course is for new and existing owners of restaurants, cafes, coffee shops or catering businesses, in fact any type of food outlet. Increase your knowledge about sector compliance, learn where to look to uncover your target market, best sources of help, industry assistance and how to protect your food business.

25 March or 6 May • 1 session
9.30am-3.30pm • \$90



Fuel for fresh thinking and adaptability – could be just the ticket for bringing things together and moving forward.

Learn Global.

Welcome to our online short course portal. The portal operates like a 'hub' it hosts a truly vast range of course options to explore. You simply browse the menu, enrol in your nominated course and complete the entire study program 100% online at a speed that is a match for your lifestyle. This is a saviour for time poor business owners and managers – we hear you.



acecolleges.edu.au/course-category/work-skills/

Why not shake it up,
and see where something
new leads you.

Just begin and have a little
courage.

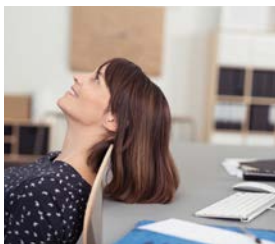
Workday Wellbeing.

HEALTHY EATING

A new approach to your nutrition could be exactly what you need to get the most out of your workday. Use your new knowledge to manage weight, boost energy levels and prevent disease. Learn the importance of macro-nutrients, understand micro-nutrients, and how to simply incorporate healthy nutrients into your daily diet.

We will also cover gluten-free products, and non-coeliac gluten sensitivity, plus we show you how to food plan with a simple food diary and an introduction to the food database myfitnesspal on android, iphone, ipod or ipad.

22 February or 9 May • 1 session
5.30pm-7.30pm • \$40



FIRST AID

A First Aid qualification is a requirement in many roles and industries. Your qualification will also need to be recertified every three years and every twelve months for CPR. Our First Aid courses (including Refresher courses) are completed in one-day format; and half-day for CPR plus they are WorkCover approved.

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- \$145
 - 27 February
 - 18 March
 - 19 April
 - 2 May
 - 20 May
 - 19 Jun
 - 19 Jul

UNDERSTANDING SUGAR

Have you ever thought about quitting sugar? Well this is a great place to make a start on that goal. Learn how sugar effects our health from liver, skin, energy, sleep, moods and emotions, understand hidden sugars, simple ways to avoid it, know the meaning of terms like 'low in sugar', 'no sugar added', and where to find great tasting healthy sugar alternatives, their pros and cons and how to use these in your everyday.

28 February or 24 May • 1 session
5.30pm-7.30pm • \$40

Make health and wellbeing a non-negotiable. Stand by for happier employees and

improved productivity.

Say Hello.

ACE COMMUNITY COLLEGES

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