



#	Training Topic	#	Training Topic	#	Training Topic
1	Accounting & Financial Management Process	32	Marketing	63	Corporate Governance
2	Accounting Day	33	Product Design	64	Tourism Guide Training Certificate
3	Advanced Customer Service -Kiwi Host- Train the Trainer	34	QuickBooks	65	Writing a Business Plan
4	Advanced Food Presentation	35	Record Keeping	66	Microsoft Excel, PowerPoint and Word
5	Advanced MYOB	36	Sales Techniques	67	Project Management
6	Barista Course	37	Setting Up Eco Tourism Business Part I	68	Website Development
7	Basic Business Skills	38	Supervisory Course	69	Writing a Marketing Plan
8	Book-Keeping Module I	39	Talitai Kakai Lelei Part I	70	Time Management
9	Book-Keeping Module II	40	Talitai Kakai Lelei Part 2	71	Reefer Container Technician
10	Building Small Business	41	Tax & CT	72	Basic Business Planning
11	Business Leadership & Management Part 1	42	Taxi Service Standard	73	English Language Skills
12	Business Plan - Women in Business	43	Team Building & Staff Motivation		<b>Community Training</b>
13	Confident & Effective Communication	44	Team Building for Staff	74	Good Business Planning & Financial Management Practice
14	Costing & Pricing	45	Whale Watch Guide	75	Business Planning
15	Debt Optimisation & Collection	46	Youth in Business Challenge -One Day Business Plan-	76	Selling
16	Effective Communication for Tourism	47	Financial Analysis & Financial Statement	77	Product Packaging/Local Product Development
17	Emergency Preparedness & Business Continuity	48	Custom & Revenue	78	Cooking using Local Produce
18	Environmental Sustainability	49	Security	79	Budgeting for Home and Business
19	Event Co-Ordination	50	Import & Export	80	Generator Maintenance
20	Food Beverage	51	Writing Skills & Official Document Writing	81	Boat Motor Maintenance
21	Food Safety-Youth in Business	52	Proposal Writing	82	Chainsaw Skills and Maintenance
22	Graphic Design & Visual Communication	53	Skippers Course	83	Water Pump Maintenance
23	Hospitality Presentation & Grooming	54	Financial Budgeting	84	Solar Panel Maintenance
24	House Keeping	55	Food Safety & Handling including Basic Wine Knowledge	85	Plumbing
25	Human Resources Management	56	Improving Staff Etiquette	86	Joinery
26	Innovation Day	57	On-site Training	87	Sewing
27	Intensive English Course	58	Pest Control Measures	88	Preparing Food for Export
28	Internet Marketing/Social Media Marketing	59	Tractor Driving & Maintenance	89	Livestock (Welfare, Husbandry, Health)
29	Inventory Management	60	Handicraft Product Design & Recycling	90	Soap & Shampoo Making
30	Making Handicraft Your Business	61	Insurance & Guarantee Schemes	91	Work Readiness
31	Management Development Program Part 1	62	Quality Assurance	92	Soil School