

Training and Co.

Empower Learning. Elevate Success.

Boost skills and drive growth with our unique training software and flexible online courses designed for teams and individuals.

At Training and Co., we believe learning and development are the keys to enhancing skills, boosting engagement, and fostering innovation.

Online COURSES

tailored to your workplace

Workplace skills to grow your business.
Unlock your team's full potential with us.

Explore our flexible online training that can be tailored to your business needs. Whether you need a fully branded LMS or want to enhance your existing platform, we provide customised solutions that support workplace learning and compliance.

CONTACT US



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Learning Management System (LMS)

Our Online Programs

- Leadership & Management
- Talent Management
- Communication
- Equal Employment Opportunity
- Workplace Health & Safety
- Ethics and Conduct
- Finance & Regulation
- Information Security
- Environmental, Social & Governance
- Sales
- Client & Customer Service
- Remote Working
- Health, Disability & Aged Care
- Hospitality
- Productivity
- Personal Development
- And more...

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Leadership & Management

- An introduction to crisis management
- An introduction to management
- Being an ethical leader
- Chair and Lead Meetings
- Coaching and developing staff
- Collaborate with other Departments
- Communicate Work-related Information
- Complaints Management
- Contribute to Meetings in a Business Environment
- Creating organisational resilience
- Delegating as a manager or leader
- Develop Working Relationships with Colleagues
- Discussing performance with staff
- Effective Decision Making
- Effective Leadership
- Emotional intelligence in leadership
- Encourage Innovation
- Five key skills for great leadership
- Five key styles for great leadership
- Holding productive 1-on-1 employee meetings
- How to let an employee go
- Implement and Maintain Business Continuity Plans and Processes
- Implement Change
- Lead and Manage a Team
- Manage Conflict within a Team
- Manage Individuals Development in the Workplace
- Manage Individuals Performance
- Manage Personal and Professional Development
- Manage Personal Performance and Development
- Manage Team Performance
- Managing staff training for success
- Managing teams for better performance
- Motivating your staff and teams
- Participate in a Project
- Principles of Equality and Diversity in the Workplace
- Principles of Leadership and Management
- Principles of People Management
- Principles of Team Leading
- Problem Solving
- Procure Products and Services
- Promote Equality, Diversity and Inclusion in the Workplace
- Recognising and rewarding staff performance
- Setting expectations with staff and teams
- Support Remote or Virtual Teams
- Team culture:Managing and assessing
- Team culture: Overview
- The fundamentals of great leadership
- Transitioning from employee to manager
- Understand Business
- Mini content
 - Overcoming delegation challenges
 - Managing signs of underperformance
 - Tips for effective delegation
 - Performance improvement plans

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Talent Management

- An introduction to human resources
- An introduction to talent management
- Creating a personal training plan
- Interviewing skills: Advanced techniques
- Interviewing skills: Essential techniques
- Interviewing skills: Remote hires
- Managing staff underperformance *
- Mentoring: An introduction to being a mentee
- Mentoring: An introduction to being a mentor
- Mentoring: Overcoming common mentoring challenges
- Misconduct, poor performance and absenteeism *
- Running a training needs analysis
- Writing effective position descriptions
- Mini content
 - Managing disciplinary action

Environmental, Social and Governance (ESG)

- Anti-Bribery and Corruption
- Becoming a Green Business
- Business Ethics and Values
- Community Relations
- Embracing the Circular Economy
- Employee Relations, Diversity, Equity, Inclusion, and Belonging
- Environmental, Social, and Governance (ESG) Fundamentals
- Introduction to Climate Change
- Introduction to Ethical Corporate Behaviour
- Introduction to Social Impact
- Introduction to the Environment
- Introduction to the Environmental Impacts of Pollution and Waste
- Introduction to the Green Economy
- Introduction to Valuing Your People
- Net Zero and Your Carbon Footprint
- Sustainable Procurement and Net Zero Supply Chains

Equal Employment Opportunity (EEO)

- Anti-bullying and anti-harassment for employees *
- Anti-bullying and anti-harassment for managers *
- Diversity: Aboriginal & Torres Strait Islander peoples
- Diversity: Culturally and linguistically diverse
- Diversity: Disability
- Diversity: Introduction
- Diversity: LGBTIQ+
- Diversity: Bystander Action

- Equal employment opportunity for employees *
- Equal employment opportunity for managers *
- Gender equality in the workplace
- Sexual harassment awareness for employees *
- Sexual harassment awareness for managers *
- Understanding unconscious bias for employees
- Understanding unconscious bias for managers

* Please note that this training content has been reviewed and validated by legal counsel to ensure compliance with relevant laws and regulations.

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Workplace Health & Safety

- Alcohol and drugs in the workplace *
- An introduction to working remotely
- Armed Robbery Safety
- Asbestos Awareness in the Workplace
- Biological Hazards Hazard Guide
- Colds, flu and COVID-19 prevention for employees
- Colds, flu and COVID-19 prevention for managers
- Confined Spaces Hazard Guide
- Contractor Induction
- COVID-Safe Workplace
- Driver safety *
- Duty of care for employees *
- Duty of care for managers *
- Electrical Risks Hazard Guide
- Environmental Awareness
- Excavations Hazard Guide
- Fire Awareness and Extinguisher Training
- First aid basics refresher
- General Evacuation Training
- Globally Harmonised System of Classification and Labelling of Chemicals
- Hand Operated Power Tools Hazard Guide
- Hazardous Chemicals for Managers and Supervisors
- Hazardous Chemicals Hazard Guide
- Health and Safety Duties for Managers and Supervisors
- Health and Safety Duties for Workers
- Health and Safety in the Workplace
- Incident Investigation
- Injury management for employees *
- Injury management for managers *
- Managing slip and trip hazards *
- Managing the Risk of Falling Objects
- Manual Handling Hazard Guide
- Manual handling safety *
- Manual Tasks for Workers
- Mental health awareness for employees *
- Mental health awareness for managers *
- Minimising Risk Using PPE Hazard Guide
- Noise Hazard Guide
- Office and workspace ergonomics *
- Psychosocial Risk Management in the Workplace
- Risk management for Managers *
- Risk management for workers *
- Safety for children and vulnerable people *
- Slips and Trips Hazard Guide
- Stress Less at Work
- The right to disconnect *
- Underground Utilities Hazard Guide
- Warden Training 1: Emergency preparation*
- Warden Training2: Emergency response*
- WHS fundamentals for employees (AU Model Laws) *
- WHS fundamentals for managers (AU Model Laws) *
- Working at Heights Hazard Guide
- Working Safely with Hazardous Chemicals
- Workplace incident investigation*
- Mini content
 - Hand hygiene
 - Handling bomb threats and suspicious items *

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Communication

- An introduction to emotional intelligence
- An introduction to negotiation skills
- Best practice listening skills
- Building strong work relationships
- Building your influencing skills
- Collaboration and teamwork
- Communicating effectively in the workplace
- Communicating with management and key stakeholders
- Designing presentations that engage
- Handling difficult situations and conversations
- Presentation skills which build presence
- Professional business writing skills
- R U OK? workplace conversation guide
- Verbal communication: Advanced skills
- Verbal communication: Foundation skills
- Working with difficult people
- Writing effective business cases
- Writing minutes effectively
- Mini content
 - Emotional intelligence: Building self-awareness of emotions
 - Emotional intelligence: Self-management of responses
 - Emotional intelligence: Social awareness of others
 - Emotional intelligence: Relationship management with others

Ethics & Conduct

- Anti Money Laundering
- Bribery Act
- Bullying and Harassment for Employees
- Bullying and Harassment for Managers and Supervisors
- Competition and Consumer Law - An Introduction
- Competition and Consumer Law - Dealing with Consumers Part 1
- Competition and Consumer Law - Dealing with Consumers Part 2
- Competition and Consumer Law - Dealing with Other Businesses
- Dealing with Workplace Conflict
- Equal Employment Opportunity for Employees
- Equal Employment Opportunity for Managers and Supervisors
- Equality and Diversity for Employees
- Equality and Diversity for Managers
- Fraud and Corruption Awareness and Prevention
- Freedom of Information
- General Data Protection Regulation (GDPR)
- How to Behave at the Work Party
- Identifying Poor Performance, Misconduct and Absenteeism
- Information and Cyber-Security
- LGBTIQA+ Awareness in the Workplace
- Managing the Discipline Process
- Modern Slavery
- Positive Workplace Culture
- Privacy and the Workplace
- Protecting Whistleblowers
- Safeguarding Young Adults from Harm Abuse and Exploitation
- Sexual Harassment
- Social and Digital Media and the Workplace
- Victorian Charter of Human Rights and Responsibilities
- Working From Home

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Finance and Regulation

- Anti-money laundering *
- Competition/Consumer law: Conduct and Statements *
- Competition/Consumer law: Other organisations *
- Competition/Consumer law: Introduction *
- Competition/Consumer law: Safety and Warranties *
- Conflict of interests *
- Fraud and corruption awareness and prevention *
- Introduction to Environment, Social & Governance (ESG)
- Modern slavery awareness for employees *
- Modern slavery awareness for managers *
- Privacy in the workplace *
- Privacy in the workplace and recruitment *
- Whistleblowing awareness for employees *

Personal Development

- Building personal resilience
- Coming back from a big mistake
- Creating a professional LinkedIn profile
- Ethics: Common workplace challenges
- Ethics: Employees and workers
- Ethics: Introduction to workplace ethics
- How to behave at an office party (for employees)
- How to behave at an office party (for managers)
- Introduction to effective decision-making skills
- Managing and resolving conflict
- Managing professional boundaries
- Overcoming a lack of motivation
- Overcoming impostor syndrome
- Overcoming the fear of failure
- Problem solving and creativity

Information Security

- Information Security: Employee awareness *
- Information Security: Phishing awareness *
- Information Security: Social Media *
- Mini content
 - IT Security Focus: Email Phishing
 - IT Security Focus: Employee Vigilance
 - IT Security Focus: IT Security Incidents
 - IT Security Focus: Malware Awareness
 - IT Security Focus: Password Security
 - IT Security Focus: Phishing Overview
 - IT Security Focus: Phone Phishing
 - IT Security Focus: Safe File Sharing
 - IT Security Focus: Safe Information
 - IT Security Focus: Social Media At Work
 - IT Security Focus: Social Media Overview
 - IT Security Focus: Working From Home
 - IT Security Focus: Working Remotely
 - IT Security Focus: Working With AI

- Strategies to manage burnout in the workplace
- Strategies to manage stress in the workplace
- Using empathy in the workplace
- Mini content
 - Wellbeing Focus: Building Resilience To Stress
 - Wellbeing Focus: How Does Stress Occur In The Workplace
 - Wellbeing Focus: Improving Mental Focus
 - Wellbeing Focus: Managing High-Pressure Situations
 - Wellbeing Focus: Positioning Failure As Learning
 - Wellbeing Focus: Strategies To Manage Stress In The Workplace
 - Wellbeing Focus: What Is Stress?

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Sales

- An introduction to sales and selling
- An introduction to sales prospecting
- Building trust in the sales process
- Confident and effective business networking
- Consultative selling and sales relationships
- Creating sales momentum and closing more deals
- Defining your ideal client
- Developing a compelling value proposition
- Gaining confidence with selling
- Generating upselling and cross-selling opportunities
- Marketing tactics to help client referrals
- Obtaining client referrals and references
- Qualifying sales leads and customer needs
- Sales Management 1: Becoming a sales manager
- Sales Management 2: Implementing a process
- Sales Management 3: Tracking sales performance
- Sales Management 4: Boosting team outcomes
- Sales proposals and engaging writing skills
- Sales proposals and great executive summaries
- Sales proposals and managing the process
- Sales proposals and pitching for success
- Strategies to boost repeat business
- Successfully responding to client objections
- Understanding and managing client expectations
- Understanding the client buying cycle
- Understanding the psychology of selling
- Mini content
 - A beginner's guide to sales
 - Effective sales communication
 - Emotional intelligence and selling
 - Ethics in the sales process
 - Understanding a sales pipeline
 - Understanding the buyer's journey

Client and Customer Service

- An introduction to customer service
- Best practices in client service
- Conducting effective client review meetings
- Essential customer serviceskills
- Handling upset callers
- Handling customer complaints
- Helping vulnerable callers
- Improving your customerskills
- Managing customer serviceteams
- Successfully helping upsetcustomers
- Successfully helping upset clients
- Understanding customer complaints
- Mini content
 - Apologising to a customer
 - Conversation control with customers
 - Four essential customer service skills
 - Improving the customer service experience
 - Managing empathyin customer service
 - Personable yet professional customer service
 - Responding to an upset customer
 - Saying "no" to customers
 - Troubleshooting customer service issues
 - Understanding different customer personalities
 - Understanding the basics of customer service

Remote Working

- IT security while working from home
- Managing remote and virtual teams
- Running successful virtual team meetings
- Staying productive: Working at home

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Health, Disability and Aged Care

- Aged Care Quality Standards for Personal Care Workers and Support Workers
- Aged Care Quality Standards Introduction
- Aged Care Quality Standard 1: Consumer dignity and choice
- Aged Care Quality Standard 2: Ongoing assessment and planning with consumers
- Aged Care Quality Standard 3: Personal care and clinical care
- Aged Care Quality Standard 4: Services and supports for daily living
- Aged Care Quality Standard 5: Organisation's service environment
- Aged Care Quality Standard 6: Feedback and complaints
- Aged Care Quality Standard 7: Human resources
- Aged Care Quality Standard 8: Organisational governance
- Antimicrobial Stewardship in Aged Care
- Assist Clients With Medication
- Basic Life Support
- Care Planning in Aged Care
- Code of Conduct for Aged Care Workers
- Diabetes in Aged Care for Personal Care Workers and Support Workers
- End Stage Dementia
- Falls Prevention in Home Care
- Falls Prevention in Residential Aged Care
- Falls Prevention Programs in Home Care
- Falls Prevention Programs in Residential Aged Care
- Food Allergens in Aged Care
- Hand Hygiene for Healthcare Workers
- Health Services Induction
- Healthcare Emergency Preparedness
- Incontinence Suite - Bowel Management
- Incontinence Suite - Dementia and Incontinence
- Incontinence Suite - Incontinence Night Care
- Incontinence Suite - Individual Assessment and Product Selection
- Incontinence Suite - Introduction to Personalised Incontinence Care
- Incontinence Suite - Leakage Prevention
- Incontinence Suite - Pad Changing and Change Frequency
- Incontinence Suite - Perineal Skin Care in Relation to Incontinence
- Infection Prevention and Control - Standard Precautions
- Infection Prevention and Control - The Basics
- Infection Prevention and Control - Transmission Based Precautions
- Managing Diabetes in Aged Care
- Manual Tasks in Aged Care
- Medication Calculations Competency
- Medication Calculations Competency Including IV Therapy
- Peripheral Intravenous Cannulation
- Person-centred Care in Aged Care
- Positive Behaviour Support
- Reporting Abuse and Serious Incidents in Home and Community Aged Care Services
- Reporting Abuse and Serious Incidents in Residential Aged Care
- Safe Medication Management
- Safe Medication Management Including IV Therapy
- Understanding Dementia - Effective Communication
- Understanding Dementia - Person Centred Care
- Understanding Dementia - What is Dementia?
- Workplace Aggression and Violence in Healthcare

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Hospitality

- Customer service recovery for managers
- Customer service recovery for workers
- Food safety: Contamination, storage and allergies
- Food safety: Handling and hygiene
- Food and beverages sales essentials
- Floor service skills in hospitality
- Grooming and hygiene in hospitality
- Introduction to bartending
- Introduction to HACCP and Food Safety Programs
- Kitchen safety overview
- Responsible Service of Alcohol (RSA) - ACT, NSW, QLD, SA, TAS, WA
- Wellbeing in the hospitality industry
- Mini content
 - Approaching hospitality staff about grooming and hygiene
 - Avoiding common sales mistakes in hospitality
 - Communication for customer service recovery
 - Continuous improvement in service recovery
 - Cost reduction techniques for hospitality professionals
 - Food safety: Avoiding food contamination
 - Food safety: Cleaning and sanitising food
 - Food safety: Delivery, storage and display of food
 - Food safety: Food handling techniques
 - Food safety: Hygiene for food handlers
 - Food safety: Understanding food allergies
 - Mental health strategies in hospitality
 - Personal grooming standards in hospitality
 - Planning for service recovery
 - Sequence of Service (SOS) and best practices on the venue floor
 - The fundamentals of service and hospitality

Productivity

- Project Management 1: Overview
- Project Management 2: Core Skills
- Project Management 3: Frameworks
- Project Management 4: Scheduling
- Project Management 5: Resourcing
- Project Management 6: Communication
- Project Management 7: Meetings
- Project Management 8: Reporting
- Project Management 9: Costs, Risks and Quality
- Project Management 10: Scope
- Project Management 11: Scope creep
- Project Management 12: Change management
- Project Management 13: Feedback
- Staying productive: Conquering your inbox
- Staying productive: Improving your focus
- Staying productive: Managing your priorities
- Staying productive: Overcoming common challenges
- Staying productive: Running great meetings
- Staying productive: Scheduling your time
- Staying productive: Setting SMART goals
- Staying productive: Time management fundamentals
- Mini content
 - Productivity: Chronic lateness
 - Productivity: Distractions
 - Productivity: Getting started
 - Productivity: Meeting fatigue
 - Productivity: Procrastination
 - Productivity: Time tracking
 - Productivity: Time-wasters

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Why Choose Training and Co.?

- Expertise:** Our trainers and consultants bring real-world experience in HR and business.
- Customisation:** We tailor training to meet your specific needs.
- Flexibility:** Multiple delivery methods ensure convenience for your team.
- Comprehensive Support:** From individual courses to complete LMS solutions, we've got you covered.

LEARNING MANAGEMENT SYSTEM (LMS)

- 400+ courses
- Online learning
- Ready-made library
- Your company branding
- Reporting & support

Let's work together to build a skilled, more capable workplace.

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