Suncorp Learning Campus

Skillsoft

Global leaders in online corporate learning

Skillsoft delivers engaging learner experiences and high quality online content from any device.

Choose from over 325 business, personal development and technology courses from the company that boasts a client base that includes 65 percent of the Fortune 500 companies.

Business

Strategic planning

- Fundamentals of business planning
- Thinking strategically and managing risk

Management

- Coaching for results
- Effective delegation
- First time manager essentials
- Managing employee performance
- Advanced management techniques
- Managing a multi generational workforce

Leadership

- Leading organisational change
- Developing leadership skills
- Women in leadership

Human resources

- Recruiting, screening and onboarding effectively

Marketing

- Essential marketing strategies
- Marketing in the digital age
- Sales
- Solution selling
- Strategic account sales skills
- Sales foundations

Customer service

- Essentials of customer service

Personal

Personal development

- Problem solving and decision making
- Perseverance at work
- Building, rebuilding and sustaining trust
- Improving your work/life balance
- Polishing your professional edge
- Managing your career
- Time management
- Unconscious bias

Communication

- Workplace conflict
- Issue focused negotiation
- Developing your emotional intelligence
- Getting results through personal power
- How to succeed in listening
- Constructive feedback
- Working with difficult people
- Cross cultural communication
- Effective business meetings
- Effective business writing
- Making the most of your presentations
- Skills for communication success

Team building

- Leveraging team leadership skills

Technology

Microsoft Office 2016: Beginning Excel

- Microsoft Excel 2016 Essentials: Creating, Editing, and Saving Workbooks
- Microsoft Excel 2016 Essentials: Formatting Data
- Microsoft Excel 2016 Essentials: Data Presentation Strategies
- Microsoft Excel 2016 Essentials: Formulas and Functions
- Microsoft Excel 2016 Essentials: Charts, Tables, and Images

Microsoft Office 2016: Intermediate Word

- Using Illustrations, Styles, and Themes in Word 2016
- Designing and Formatting Illustrations in Word 2016
- Advanced Table Customization in Word 2016
- Maintaining, Protecting, and Reviewing Documents in Word 2016
- References, Proofing, Mail Merges, and Forms in Word 2016
- Sharing and Collaborating on Documents in Word 2016

Microsoft Office Mac 2016: Word

- Microsoft Word 2016 for Mac: Opening and Setting Up
- Microsoft Word 2016 for Mac: Creating, Opening, and Saving Documents
- Microsoft Word 2016 for Mac: Editing Documents
- Microsoft Word 2016 for Mac: Formatting Documents
- Microsoft Word 2016 for Mac: Shaping and Structuring Documents
- Microsoft Word 2016 for Mac: Using the Find and Replace Tool
- Microsoft Word 2016 for Mac: Illustrating Documents
- Microsoft Word 2016 for Mac: Using Table Tools
- Microsoft Word 2016 for Mac: Creating Graphics and Diagrams
- Microsoft Word 2016 for Mac: Creating Forms and Bulk Mailings
- Microsoft Word 2016 for Mac: Using Sharing and Collaboration Tools

Microsoft Office for Mac 2016: Excel

- Microsoft Excel 2016 for Mac: Creating, Saving, and Sharing Workbooks
- Microsoft Excel 2016 for Mac: Manipulating Data
- Microsoft Excel 2016 for Mac: Formatting Data
- Microsoft Excel 2016 for Mac: Custom and Conditional Formatting
- Microsoft Excel 2016 for Mac: Finding, Sorting, and Filtering Data
- Microsoft Excel 2016 for Mac: Basic Formulas
- Microsoft Excel 2016 for Mac: Working with Formulas
- Microsoft Excel 2016 for Mac: Charts and Graphs
- Microsoft Excel 2016 for Mac: PivotTables
- Microsoft Excel 2016 for Mac: Extracting Information with Formulas

Helping meet these capability needs:

- Delivers great customer experiences
- Communicates effectively
- Business ownership
- Sets direction
- Develops talent
- Develops self
- Business partnering and relationship management

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