

2025 Catalogue



Induction and Professional Development Courses





Table of Contents

COMPLIANCE AND INDUCTIONS.....	3
CUSTOMER SERVICE	4
DIVERSITY AND INCLUSION.....	5
HEALTH AND WELLNESS.....	6
HUMAN RESOURCES.....	7
INFORMATION TECHNOLOGY.....	9
LEADERSHIP AND MANAGEMENT	10
PERSONAL DEVELOPMENT	12
PROFESSIONAL SKILLS.....	13
SALES AND MARKETING.....	16
TRAINING PACKAGES.....	18
FACE TO FACE WORKSHOPS.....	20
TRAINING SERVICES.....	21
COURSE BROCHURE SECTION	22

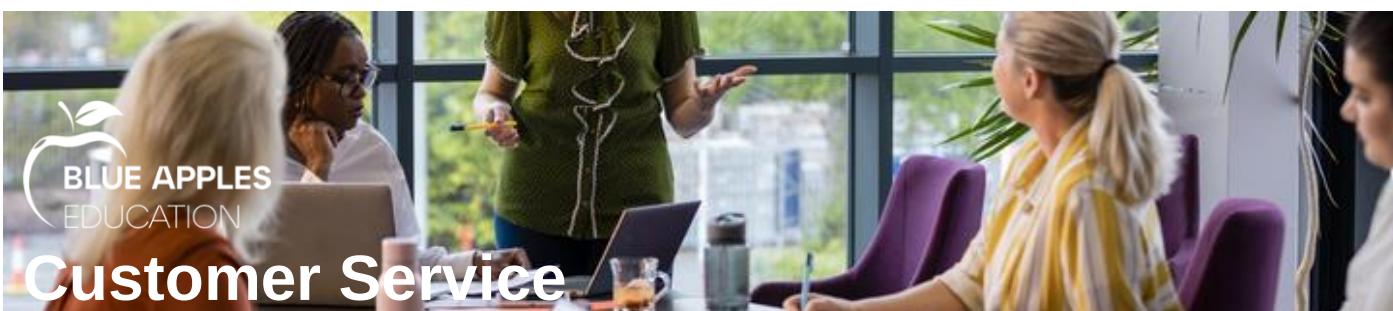


Compliance and Inductions

COURSE	Duration	CPD Points	Delivery	Price	More Info
Workplace Privacy					
<i>Course provides guidance on workplace privacy, focusing on key aspects such as the Australian Privacy Act 1988, and how it relates to your workplace.</i>	30 mins	1	Online	\$42.50	READ MORE
How to Avoid a Conflict of Interest					
<i>When dealing with external clients, ensure your team avoid a conflict of interest with compliance training.</i>	30 mins	1	Online	\$55	Contact us
Understanding Modern Slavery					
<i>As an organisation, it is important to identify the different types of Modern Slavery, and how to comply with the Australian Modern Slavery Act.</i>	45 mins	1	Online	\$95	READ MORE
Workplace Child Safety Awareness					
<i>This course explores the critical importance of child safety within the context of business operations.</i>	30 mins	1	Online	\$55	READ MORE
HSE Induction (Generic)					
<i>A course that provides key information needed to know how to protect the environment, health and safety of yourself and others in the workplace.</i>	30 mins	1	Online	\$55	READ MORE
Manual Handling Awareness					
<i>Discover the techniques to move objects and materials properly, avoid injury, and boost productivity in your workplace.</i>	45 mins 90 mins	1 1	Online Workshop	\$65 \$90	READ MORE
Cardiopulmonary Resuscitation (CPR) Refresher					
<i>This non-accredited CPR refresher course provides the knowledge around Cardiopulmonary Resuscitation in your workplace and how to keep people safe.</i>	60 mins 2 hours	2 2	Online Workshop	\$42.50 \$55	READ MORE
First Aid Refresher					
<i>This non-accredited First Aid refresher course provides the knowledge around First Aid, CPR, emergencies in your workplace and how to keep people safe.</i>	60 mins 3 hours	2	Online Workshop	\$60 \$75	READ MORE
Drug and Alcohol - Workplace Awareness					
<i>This blended course is designed to contribute to a safe and healthy workplace with considerations around drugs and alcohol in the workplace.</i>	45 mins 90 mins	1 2	Online Workshop	\$75 \$95	READ MORE
Ergonomic Training (Generic)					
<i>Ergonomics is an applied science concerned with the process of designing or arranging workplaces, products, and systems by providing highly efficient interactions.</i>	45 mins	1	Online	\$85	READ MORE
Mental Health Awareness					
<i>This Mental Health awareness course provides employees with an understanding of mental health, recognising the signs and symptoms of common mental health conditions, and supporting fellow employees.</i>	45 mins	1	Online	\$95	READ MORE
Effective Communication					
<i>When communication flows smoothly, employees are more engaged, teams work more effectively, and conflicts are minimised. This course provides details on how to implement effective communications in your workplace.</i>	30 mins	1	Online	\$42.50	READ MORE
Cybersecurity - Workplace					
<i>This course focuses on the need for everyone to involved in monitoring Cybersecurity in the workplace. Provides guidance from you and your neighbours to organisations and companies to governments.</i>	60 mins	1	Online	\$105	READ MORE



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COURSE	Duration	CPD Points	Delivery	Price	More Info
Cultural Sensitivity in Customer Service					
<i>This course provides the platform to learn cultural sensitivity practices and excel at customer service across cultures.</i>	45 mins	1	Online	\$65	Contact us
Customer Communication Essentials					
<i>Develop your communication skills to provide exceptional customer support by enrolling into this course.</i>	45 mins	1	Online	\$65	Contact us
Customer Service Fundamentals					
<i>This course provides the opportunity to explore the foundations of effective customer service.</i>	30 mins	1	Online	\$45	Contact us
Customer Service Skills					
<i>Ready to take your customer service to the next level? This skills course can help you reach higher levels of customer service, and in doing so, locking in customer loyalty.</i>	45 mins	1	Online	\$65	Contact us
Four Essential Customer Service Skills					
<i>This course provides content on how to boost your team's skills with engaging customer service training.</i>	30 mins	1	Online	\$55	Contact us
Handling Difficult Customer Service Scenarios					
<i>We all are face one time in our lives with a difficult customer. Learn how to manoeuvre through challenging customer service scenarios with care and tact.</i>	45 mins	1	Online	\$65	Contact us
Managing a Customer Service Team					
<i>It is one thing to excel at Customer Service, how it is another level to manage a team of Customer Service personnel. Learn how to lead your customer service team to excellence.</i>	45 mins	1	Online	\$70	Contact us
Managing a Successful Contact Centre					
<i>This course provides Managers with content covering top practices to lead your contact centre team to greatness.</i>	45 mins	1	Online	\$65	Contact us
Optimising Customer Communication Across Channels					
<i>Learn how to communicate with customers through different channels, and provide your customers with a cohesive experience.</i>	30 mins	1	Online	\$55	Contact us
Working With Upset Customers					
<i>Things will go wrong in life, and customers are no exception. Get a step-by-step action plan to turn unhappy customers into satisfied ones.</i>	30 mins	1	Online	\$55	Contact us
Soliciting and Responding to Customer Feedback					
<i>This course will assist you in sharpening your skills at seeking out and reacting to customer feedback. An important requirement for any business as part of their continuous improvement strategies.</i>	30 mins	1	Online	\$55	Contact us



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Diversity and Inclusion

COURSE	Duration	CPD Points	Delivery	Price	More Info
Creating Social Change: A Guide for Everyday Citizens					
<i>This course is designed to help encourage civic engagement within your team or workplace through this guide on creating social change.</i>	30 mins	1	Online	\$50	Contact us
Cultivating Diversity, Inclusion, and Belonging at Work					
<i>Creating a diverse workplace culture that champions equity and individuality is virtually mandatory for successful businesses. This course will assist in understating how to create such a workplace.</i>	45 mins	1	Online	\$65	Contact us
How to Avoid Bias in Talent Recruiting and Retention					
<i>Getting the tools to identify and counter unconscious bias in hiring and employee development in paramount in providing sustainable growth and reducing churn in your workforce.</i>	30 mins	1	Online	\$55	Contact us
How to Be an Ally for Diversity and Inclusion					
<i>This course provides the knowledge to understand how to Interrupt discrimination and resist oppression as a diversity and inclusion ally.</i>	45 mins	1	Online	\$65	Contact us
How to Recognise and Overcome Bias					
<i>Learn to understand and identify limiting hidden beliefs and biases—and obtain strategies to overcome biases.</i>	30 mins	1	Online	\$55	Contact us
Working Across Cultures					
<i>Given Australia has become a nation of differing cultures in a very short time, this course will provide sensitivity training which will help build relationships across cultures.</i>	45 mins	1	Online	\$65	Contact us
LGBTIQ+ Workplace Awareness					
<i>The course aims to cultivate an understanding of the different identities of LGBTIQ+ people to help educate your employees about building a more inclusive and respectful workplace.</i>	45 mins	1	Online	\$65	READ MORE



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Health and Wellness

COURSE	Duration	CPD Points	Delivery	Price	More Info
7 Go-to Strategies to manage Stress					
<i>Need a break from stress? Learn how to relieve tension with healthy coping techniques.</i>	45 mins	1	Online	\$75	Contact us
Beating Burnout: Spot the Symptoms and Take Action					
<i>Do you suffer from burnout? Learn how to spot the symptoms and beat burnout for good.</i>	45 mins	1	Online	\$65	Contact us
Coping With Workplace Change					
<i>Learn how to embrace and navigate change effectively with help from this online training course.</i>	45 mins	1	Online	\$65	Contact us
Dealing With Stress, Pressure, and Burnout					
<i>This course will provide knowledge to learn how to recover from mentally distressing situations.</i>	45 mins	1	Online	\$65	Contact us
Good Stress? Embracing Eustress to Improve Your Life					
<i>In this course you will learn about different types of stress and how to embrace the right kind.</i>	30 mins	1	Online	\$55	Contact us
Create an Employee Wellness Program					
<i>Learn how to plan and launch an inclusive wellness program all employees appreciate.</i>	30 mins	1	Online	\$55	Contact us
Impostor Syndrome: What It Is and How to Overcome It					
<i>During this course, you will learn how to face your insecurities and overcome impostor syndrome for good.</i>	45 mins	1	Online	\$65	Contact us
Retirement Planning for Every Stage of Life					
<i>One thing many people forget to do early in life, is to plan for retirement. This course provides information on how to set yourself up for your golden years.</i>	30 mins	1	Online	\$50	Contact us
The Basics of Managing Stress					
<i>Understanding the basics of managing stress, you will learn how your body reacts to stress and how to deal with it.</i>	45 mins	1	Online	\$65	Contact us
Coercive Control – Recognising it					
<i>The course aims to provide the public with the understanding of identifying Coercive Control, and explore the concept that Coercive Control is not just about physical violence.</i>	60 mins	2	Online	\$115	READ MORE
Managing Workplace Mental Health					
<i>Developed for Managers and Supervisors to manage Mental Health in the workplace and ideal online course prior to a face-to-face Workshop; should you wish to conduct one.</i>	45 mins	1	Online	\$65	Contact us
Employee Mental Health and Wellness					
<i>This course will provide knowledge on promoting activities or policies that encourage and support healthy behaviours in the workplace.</i>	30 mins	1	Online	\$55	Contact us



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COURSE	Duration	CPD Points	Delivery	Price	More Info
7 Types of Interviews and When to Use Them					
<i>Learn how to take your interview process to the next level with seven styles and when to use them.</i>	30 mins	1	Online	\$55	Contact us
A Guide to Workplace Integrity					
<i>One of the most important traits in business and life is Integrity. In this course you will learn how to align your values and actions with this workplace integrity training.</i>	30 mins	1	Online	\$55	Contact us
Dealing With a Problem at Work? When and How to Involve HR					
<i>This learning guide outlines when—and when not—to take a problem to your Human Resources department.</i>	30 mins	1	Online	\$45	Contact us
Doing the Right Thing: A Guide to Good Business Ethics					
<i>What are business ethics? Check your conduct with this employee ethics training course.</i>	30 mins	1	Online	\$55	Contact us
Driving Your Career					
<i>As part of your career and leadership, give your team guidance on their professional growth with this training online course.</i>	30 mins	1	Online	\$55	Contact us
How to Attract and Retain Top Talent					
<i>This course will provide knowledge to learn how to find and nurture the best talent for your business.</i>	30 mins	1	Online	\$55	Contact us
How to Conduct an Effective Job Interview					
<i>Learn how to hone your interviewing skills to make smart hiring decisions and attract top talent.</i>	30 mins	1	Online	\$45	Contact us
Returning to Work After Parental Leave					
<i>This course will provide knowledge on how to support parents as they return to the workplace.</i>	30 mins	1	Online	\$45	Contact us
Sexual Harassment Prevention Training					
<i>In this course, you'll learn what a respectful workplace looks like, how to distinguish between harassment and discrimination, and what anti-discrimination laws are in place.</i>	45 mins	1	Online	\$75	READ MORE
Positive Workplace Behaviours					
<i>This course was developed to ensure all employees are familiar with expectations in continuing to make a positive workplace.</i>	45 mins	1	Online	\$65	READ MORE
Psychosocial Safety for Managers					
<i>During this course you will learn how to promote a healthy work environment, and practical strategies for cultivating it within your team or organisation.</i>	60 mins	1	Online	\$125	READ MORE
AI – Empower your Workplace					
<i>The course aims to teach your teams to embrace the rise of artificial intelligence (AI) and empower your team to unlock opportunities and find solutions that work for your company</i>	60 mins	1	Online	\$135	READ MORE
Employee's Rights to Disconnect					
<i>Aim of this online course is to provide both employers and employees with the knowledge and skills necessary to implement best practice in policies and systems.</i>	45 mins	1	Online	\$75	READ MORE
Challenging Workplace Behaviours					
<i>Learn to promote activities or policies that encourage and support health and safety behaviours in the workplace.</i>	45 mins	1	Online	\$85	READ MORE



COURSE	Duration	CPD Points	Delivery	Price	More Info
Employee New Starter (Generic)					
<i>This course ensures employees are familiar with essential knowledge of the organisation's values, culture and workplace policies.</i>		30 mins	1	Online	\$55 Contact us



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Information Technology

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How to Protect Your Data					
<i>In this course you will learn how to protect confidential data with these practical, easy-to-follow security tips.</i>	30 mins	1	Online	\$55	Contact us
How to Protect Yourself Against Phishing Attacks					
<i>Learn how to and understand safeguarding your valuable information from malicious scammers.</i>	45 mins	1	Online	\$65	Contact us
Online Security Fundamentals					
<i>This course reviews best practices for online safety fundamentals in a variety of settings.</i>	45 mins	1	Online	\$65	Contact us
Search Engine Optimisation - SEO					
<i>Search Engine Optimisation (SEO) for some businesses is like 'Black Magic'. Learn everything you need to know about search engine optimisation (SEO).</i>	45 mins	1	Online	\$65	Contact us
What Is Social Engineering?					
<i>In this course, you will learn how to step into the mind of a social engineer to understand how they target victims.</i>	30 mins	1	Online	\$55	Contact us
Cybersecurity - Workplace					
<i>This course focuses on the need for everyone to involved in monitoring Cybersecurity in the workplace. Provides guidance from you and your neighbours to organisations and companies to governments.</i>	60 mins	1	Online	\$105	READ MORE



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Leadership and Management

COURSE	Duration	CPD Points	Delivery	Price	More Info
5 Leadership Styles to Influence a Team					
<i>This course will assist in propelling your team to new heights with five distinct leadership styles.</i>	45 mins	1	Online	\$65	Contact us
A Blueprint for Effective Workplace Leadership					
<i>Successful businesses have a strong leadership ethos, and this course will assist in learning the fundamentals of effective leadership in the workplace.</i>	45 mins	1	Online	\$65	Contact us
A Guide to Effective Meetings					
<i>This course will provide knowledge on how to cut down on unnecessary and unproductive meetings with this guide.</i>	30 mins	1	Online	\$55	Contact us
A Guide to Managing Remote Teams					
<i>Learn how to expand your management toolkit with strategies targeted at remote teams.</i>	45 mins	1	Online	\$65	Contact us
A Guide to Mentoring Others					
<i>The importance of Mentors in the workplace is usually underestimated. Learn how to cultivate effective mentors at your company with this guide on mentoring others.</i>	45 mins	1	Online	\$65	Contact us
A Guide to Navigating Team Dynamics					
<i>This course will explore the various dynamics that make up a team to enhance your work environment.</i>	30 mins	1	Online	\$55	Contact us
A Manager's Guide to Resolving Team Conflict					
<i>This learner's guide prepares managers to handle team conflict more effectively within the workplace.</i>	45 mins	1	Online	\$65	Contact us
Becoming the Boss: A Guide for New Managers					
<i>Often called the 'Good on Ya' award when personnel are promoted within the workplace. Use this guide to transition seamlessly from employee to manager.</i>	45 mins	1	Online	\$65	Contact us
Change Management Models: Advanced Application					
<i>Change is the only common factor in business. Learn how to successfully streamline company changes with five fundamental models</i>	45 mins	1	Online	\$85	Contact us
Communicating Change					
<i>Communicating change within the workplace can be a real challenge to get the balance right. Learn how to communicate organisational change effectively.</i>	30 mins	1	Online	\$55	Contact us
Create an Envable Team Culture					
<i>This course will provide knowledge on how to build a strong, positive work culture and transform it into an enviable one.</i>	30 mins	1	Online	\$55	Contact us
Develop a Thriving Team					
<i>There is nothing more satisfying to be a part of a Thriving Team. As Managers—learn techniques to guide your team to flourishing careers.</i>	30 mins	1	Online	\$55	Contact us
Effective Feedback Strategies					
<i>In this course, you will be provided with the tools you need to give feedback to reinforce or redirect work behaviours.</i>	30 mins	1	Online	\$55	Contact us
Nurturing Fearless and Resilient Teams					
<i>The importance of developing and fostering resilient teams that adapt well when facing challenges or uncertainty, cannot be taken lightly. This course will provide the knowledge on how to success develop resilient teams.</i>	45 mins	1	Online	\$75	Contact us
Four Stages of Team Development					
<i>Learning the stages of team development and how to help your team navigate them will provide s successful culture towards teamwork.</i>	45 mins	1	Online	\$75	Contact us

Leadership and Management

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How Great Leaders Solve Problems					
<i>This course will provide the knowledge to lead your team to new heights of creative problem-solving.</i>	45 mins	1	Online	\$75	Contact us
How to Be an Ethical Leader					
<i>Building an ethical company culture with upstanding leadership and business practices will catapult your company as leaders in your industry.</i>	45 mins	1	Online	\$75	Contact us
Introduction to Team Management					
<i>Learn the fundamentals to lead a team to greatness—as individuals and as a group.</i>	30 mins	1	Online	\$55	Contact us
Leading Through Difficult Times					
<i>Managing a team during difficult times is always a challenge for anyone. Learn how to lead through difficult times using crisis management.</i>	45 mins	1	Online	\$75	Contact us
Leading with Emotional Intelligence					
<i>Learn how to develop emotional intelligence by expanding your personal and social competencies.</i>	45 mins	1	Online	\$75	Contact us
Letting an Employee Go Gracefully					
<i>This course provides guidance on those employees not the right fit for your team? Learn how to let employees go with tact.</i>	30 mins	1	Online	\$55	Contact us
Motivating Your Team					
<i>Creating a motivating workplace and spark your team's best work with new techniques are learnt within this course.</i>	45 mins	1	Online	\$65	Contact us
Overcoming Common Challenges of Remote Managers					
<i>This learner's guide covers common challenges managers face in remote environments.</i>	45 mins	1	Online	\$65	Contact us
Performance Management					
<i>Learn to plan for, oversee, and review your team's performance to help them find success.</i>	45 mins	1	Online	\$75	Contact us
Resolving Conflict					
<i>This course will provide tips and techniques to resolve conflict between workplace colleagues quickly.</i>	45 mins	1	Online	\$75	Contact us
The Secrets of Skilled Delegation					
<i>Become indispensable. Know when and how to delegate to get work done through a team.</i>	45 mins	1	Online	\$75	Contact us
Transitioning to Remote Work					
<i>Guide your team through the transition from working in the office to working from home.</i>	30 mins	1	Online	\$55	Contact us
Building Trust within your Workplace					
<i>As a Leader and/or a Manager, Trust is one of the most important elements you must build with each of your employees and Teams.</i>	60 mins	1	Online	\$95	READ MORE ➔
Mastering Modern Workflows					
<i>Learn the basic operational strategies to optimise your business through effective operations management, which helps a company design, manage, and optimise its processes successfully.</i>	60 mins	1	Online	\$135	READ MORE ➔



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Personal Development

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4 Personality Types That Suffer from Chronic Lateness					
<i>In this course you will discover your personality type and learn tips to overcome the cycle of lateness.</i>	45 mins	1	Online	\$75	Contact us
5 Career Roadblocks and How to Overcome Them					
<i>Learn how to overcome five of the most common obstacles to career development.</i>	45 mins	1	Online	\$75	Contact us
Assessing Your Strengths, Interests, and Values					
<i>This course will assist you to identify and leverage your unique strengths, interests, and values at work.</i>	45 mins	1	Online	\$65	Contact us
Tips to Increase Motivation					
<i>Learn four primary causes of low motivation along with strategies to overcome each.</i>	30 mins	1	Online	\$55	Contact us
How to Overcome Your Fear of Failure					
<i>Overcome your fear of failure and learn to take more positive, professional risks in your work and personal spaces.</i>	45 mins	1	Online	\$65	Contact us
Prioritising Your Tasks and Avoid Procrastination					
<i>Avoiding procrastination is a must in business and life. This course will assist you to learn how to create a schedule that embraces shifting priorities.</i>	45 mins	1	Online	\$75	Contact us
Setting Goals That Actually Work					
<i>In this course, you will be learning how to create achievable goals with these foolproof, time-tested tips.</i>	45 mins	1	Online	\$75	Contact us
Time Management Essentials					
<i>Ramp up your productivity by exploring the basics of time management during this course, and then implement the skills you have learnt.</i>	30 mins	1	Online	\$55	Contact us



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Professional Skills

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5 Strategies for Managing Scope					
<i>In this course, you will identify with five strategies to boost your ability to define and maintain scope.</i>	45 mins	1	Online	\$75	Contact us
6 Tips for Successful Peer-to-Peer Training					
<i>Learn how to develop leadership and communication skills by training a new peer in the workplace.</i>	45 mins	1	Online	\$75	Contact us
A Guide to Empathy at Work					
<i>This course will provide you with the skills to foster connections in the workplace with this comprehensive guide on empathy.</i>	30 mins	1	Online	\$55	Contact us
A Guide to Workplace Professionalism					
<i>Learning the basics of professional behaviour and attitudes in the workplace is the one of the keys to your business and personal success.</i>	30 mins	1	Online	\$55	Contact us
Advanced Problem-Solving					
<i>The ability to solve problems in the workplace can be supercharged through knowing your problem-solving skills with using these proven techniques.</i>	45 mins	1	Online	\$75	Contact us
A Step-by-Step Guide to Problem-Solving					
<i>During this course you will Learn a five-step approach to overcoming even the trickiest of issues.</i>	45 mins	1	Online	\$75	Contact us
Business Writing Fundamentals					
<i>Success in business is also knowing how to communicate effectively through business writing, and getting the most out of your employees.</i>	30 mins	1	Online	\$55	Contact us
Change Management for Project Managers					
<i>In this course, you will learn how to analyse and implement project changes across your workplace.</i>	45 mins	1	Online	\$75	Contact us
Change Management Fundamentals					
<i>Gain a strong foundational understanding of change management during this online course.</i>	45 mins	1	Online	\$75	Contact us
Change Management Models: Understanding the Basics					
<i>Discover five fundamental change management models and how they work for your workplace</i>	45 mins	1	Online	\$65	Contact us
Common Workplace Challenges and How to Handle Them					
<i>During this online course, you will learn how to navigate common workplace challenges.</i>	30 mins	1	Online	\$55	Contact us
Communication Fundamentals					
<i>They communication is King. Then learn how to clearly and effectively send and receive messages within the workplace.</i>	30 mins	1	Online	\$55	Contact us
Communication Strategies for Project Managers					
<i>Being a Project Manager requires clear communication strategies. In this course you will learn how to communicate effectively with your team.</i>	45 mins	1	Online	\$75	Contact us
Creating and Delivering Business Presentations					
<i>This online training course will assist learners create and deliver winning business presentations.</i>	45 mins	1	Online	\$75	Contact us
Developing a Growth Mindset					
<i>In this online course, you will learn to unlock your team's capacity to learn, grow, and thrive.</i>	45 mins	1	Online	\$75	Contact us

Professional Skills

COURSE	Duration	CPD Points	Delivery	Price	More Info
Getting Started with Project Management					
<i>One of the key principles in any business or project, is the management of timelines, and key outcomes. In this course, you will learn the basics of project management.</i>	30 mins	1	Online	\$55	Contact us
Guide to Negotiation and Persuasion					
<i>Learn the art of successfully influencing others using negotiation and persuasion in your business endeavours.</i>	45 mins	1	Online	\$75	Contact us
How to Build Better Workplace Relationships					
<i>Key to workplace harmony is relationship building. In this course you will learn to develop effective working relationships with your boss and co-workers.</i>	45 mins	1	Online	\$75	Contact us
How to Improve Your Focus at Work					
<i>The world is full of distractions everywhere we turn in our private and professional lives. In this course, learn the tips and tricks to avoid distractions and maximise concentration.</i>	30 mins	1	Online	\$55	Contact us
How to Work Effectively with Different Communication Styles					
<i>This learners guide covers four communication styles and how to work effectively with each.</i>	45 mins	1	Online	\$75	Contact us
Improve Your Business Writing Skills					
<i>In this course you will learn quick self-assessment tricks to improve your business writing skills.</i>	30 mins	1	Online	\$55	Contact us
Improving Your Project Management Skills					
<i>As a Project Manager, you will always be searching for continuous improvement. In this course, discover how to make your projects better.</i>	45 mins	1	Online	\$65	Contact us
Master the Art of Verbal Communication					
<i>As a Leader in your organisation, your verbal communications should be second to none. Enhance your workplace verbal communication skills to "expert".</i>	45 mins	1	Online	\$65	Contact us
Mastering Project Management Frameworks					
<i>Explore project management frameworks and learn how to apply them to your projects.</i>	45 mins	1	Online	\$85	Contact us
Overcoming Procrastination					
<i>In this course, you will learn how to Inspire your team to overcome procrastination and boost productivity.</i>	30 mins	1	Online	\$55	Contact us
Project Management 101					
<i>This course will show you how to build training that will help your team hone essential project management skills.</i>	30 mins	1	Online	\$55	Contact us
Project Management Scheduling					
<i>Being involved in Project Management, ensure your scheduling in on target is critical. This will provide tools to improve your project scheduling skills.</i>	45 mins	1	Online	\$65	Contact us
Receiving and Seeking Feedback					
<i>As a manager, this course will help your team to grow with training on receiving and seeking feedback.</i>	30 mins	1	Online	\$55	Contact us
Resolving Conflict with Co-workers					
<i>Conflict within your team can let to lost productivity and employee churn. Position your team to work in harmony with training on conflict resolution.</i>	45 mins	1	Online	\$75	Contact us
Supercharging Your Career with the Help of a Mentor					
<i>This course will help you unlock the career benefits of finding a mentor by becoming a model mentee.</i>	45 mins	1	Online	\$65	Contact us



Professional Skills

COURSE	Duration	CPD Points	Delivery	Price	More Info
Secrets to Successful Reporting for Project Managers					
<i>As a Project Manager, providing quality reports to your clients, and project team is essential. This course will enhance your project reporting abilities.</i>	45 mins	1	Online	\$65	Contact us
The Art of Managing Up					
<i>We all how to manage downwards to our team. The challenge for a manager is manage upwards. This course will show how to create alignment and build an effective relationship with your manager.</i>	30 mins	1	Online	\$55	Contact us
The Remote Work Survival Guide					
<i>Having teams working remotely, or working remotely yourself is a challenge. In this course you will learn to navigate the challenges of remote work with four expert strategies.</i>	30 mins	1	Online	\$55	Contact us
Workplace Communication Basics					
<i>Mastering the basics in communications is King. Improve workplace communication by adapting this fundamental course.</i>	30 mins	1	Online	\$55	Contact us
Workplace Distractions: How to Avoid Time-Wasting Traps					
<i>This course will show you how to cut out distractions once and for all with these easy-to-implement strategies.</i>	30 mins	1	Online	\$55	Contact us
Write Like a Boss					
<i>As a Boss in the workplace, it is imperative you show excellent written skills to get your instructions across. Learn to communicate written messages clearly, efficiently, and effectively.</i>	30 mins	1	Online	\$55	Contact us
Effective Communication					
<i>When communication flows smoothly, employees are more engaged, teams work more effectively, and conflicts are minimised.</i>	30 mins	1	Online	\$42.50	READ MORE ➤
Problem-Solving Fundamentals					
<i>Learn problem-solving strategies and mindsets anyone can use to overcome challenges.</i>	45 mins	1	Online	\$65	READ MORE ➤
Time Management					
<i>This chestnut of a course, is always worth your time to revisit your Time Management skills. Use these tips to help your team work smarter, not harder.</i>	30 mins	1	Online	\$55	READ MORE ➤
Developing and Maintaining a Professional Network					
<i>Networking gets a lot of hype. Often described as the secret ingredient to driving your career, networking introduces you to coveted opportunities. It can give you a competitive edge in the workplace.</i>	60 mins	1	Online	\$75	READ MORE ➤
Giving Effective Feedback					
<i>Learn how to help others become the best versions of themselves with effective feedback.</i>	30 mins	1	Online	\$55	Contact us
How to Have a Difficult Conversation					
<i>Whether you need to confront a co-worker, give an employee bad news, or discuss a delicate issue with your boss, you will learn a four-step process to help you have that difficult conversation.</i>	45 mins	1	Online	\$65	READ MORE ➤



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Sales and Marketing

COURSE	Duration	CPD Points	Delivery	Price	More Info
A Guide to Brand Identity and Strategy					
<i>This course will help define, shape, and use your brand to stand out from competition.</i>	45 mins	1	Online	\$85	Contact us
Content Writing for Beginners					
<i>With the birth of Artificial Intelligence (AI), it has become more important than ever for those wishing to be a savvy content creator to utilise AI as part of your organisation's cohesive strategy. AI cannot do it alone.</i>	60 mins	1	Online	\$85	READ MORE
A Quick Guide to Developing a Go-to-Market Strategy					
<i>In this course you will learn how to make your product launch a success with a winning go-to-market strategy.</i>	45 mins	1	Online	\$85	Contact us
An Introduction to Sales Enablement					
<i>Discover the importance of providing the right resources to your sales representatives through completing this course.</i>	30 mins	1	Online	\$55	Contact us
Build the Ultimate Sales Presentation					
<i>This course will assist you to learn how to build a slide deck and impress your audience with a pitch that sticks.</i>	45 mins	1	Online	\$85	Contact us
Building Relationships in Sales					
<i>In developing sales and creating successful networks, this course dives into the relational aspect of sales.</i>	45 mins	1	Online	\$85	Contact us
Closing the Deal: Negotiation Strategies to Increase Sales					
<i>In this course, you will discover mastering the art of sales negotiation to close more deals.</i>	45 mins	1	Online	\$85	Contact us
Customer and Market Research					
<i>Gain an actionable customer and competitor understanding to win in the market.</i>	45 mins	1	Online	\$75	Contact us
Expert Strategies for Overcoming Sales Objections					
<i>Sales objections aren't always a hard "No." Learn to overcome them in this course.</i>	45 mins	1	Online	\$75	Contact us
Sales Fundamentals					
<i>Working in sales can be very rewarding if you know the fundamentals of sales. This course will review the basics of sales.</i>	45 mins	1	Online	\$85	Contact us
Getting Started with Marketing Analytics					
<i>Before spending thousands of dollars on marketing companies, learn how to use analytics to maximise your marketing success.</i>	45 mins	1	Online	\$75	Contact us
How to Develop Winning Product Pages and Descriptions					
<i>Being online with your business is exciting. How traffic to your site is imperative. Learn how to increase product page conversions with these design and copywriting tips.</i>	45 mins	1	Online	\$85	Contact us
How to Handle Objections: Getting Customers to Say, "Yes!"					
<i>This course will empower your sales team with practical tips and realistic scenarios.</i>	45 mins	1	Online	\$85	Contact us
Managing a Sales Team					
<i>In this online course, you will learn to master the tools managers need to empower reps and drive sales.</i>	45 mins	1	Online	\$85	Contact us
Marketing Fundamentals					
<i>With this course you can kick off your marketing journey with a go-to fundamentals leaners guide.</i>	45 mins	1	Online	\$75	Contact us

Sales and Marketing

COURSE	Duration	CPD Points	Delivery	Price	More Info
Optimising Your Images for SEO					
<i>Learn how to elevate your marketing efforts by learning to optimise images for Search Engine Optimisation (SEO).</i>	30 mins	1	Online	\$55	Contact us
Paid Advertising					
<i>Learn the 'ins and outs' of paid advertising in this comprehensive online course before wasting your valuable dollars.</i>	45 mins	1	Online	\$85	Contact us
Product Marketing Fundamentals					
<i>Learn and explore the fundamentals of product marketing and the product life cycle.</i>	30 mins	1	Online	\$55	Contact us
Psychology Tips That Unlock Sales					
<i>In this course, you will receive tips to understand the mind, meet client needs, and close the sale.</i>	45 mins	1	Online	\$85	Contact us
Secrets to Winning Sales Presentations					
<i>Learn to effectively demonstrate you're the perfect solution for your prospect's needs.</i>	45 mins	1	Online	\$85	Contact us
Social Media Marketing – Basic					
<i>Learn the art of social media marketing basics in this first of two courses, before engaging an expensive third-party partner.</i>	30 mins	1	Online	\$55	Contact us
Social Media Marketing - Next level					
<i>Following on from the Social Media Marketing Basics course, sharpen your social media marketing savvy in these second of two courses.</i>	45 mins	1	Online	\$85	Contact us
The Ultimate Sales Prospecting Guide					
<i>In this course, you will learn how to open new relationships—and win more sales—by learning to prospect like a professional.</i>	45 mins	1	Online	\$85	Contact us
Website Marketing					
<i>Follow a small business owner's story as she learns the basics of website marketing.</i>	45 mins	1	Online	\$85	Contact us
Why People Buy					
<i>In this course, you will learn how to uncover the buyers' needs and motivations to boost your sales.</i>	30 mins	1	Online	\$55	Contact us
Your Comprehensive Email Marketing Guide					
<i>Learn to send and analyse top-quality email marketing campaigns within the legislative realms within Australia.</i>	45 mins	1	Online	\$85	Contact us
Digital Marketing – Introduction					
<i>Discover the fundamentals of digital marketing in our introductory course. Learn essential strategies, including SEO, social media, content marketing, and analytics.</i>	45 mins	1	Online	\$85	READ MORE 



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Face to Face Workshops

COURSE	Duration	CPD Points	Delivery	Price	More Info
First Aid Awareness Workshop					
<i>Our First Aid Awareness course is designed to refresh and reinforce essential first aid skills for workers in the workplace and individuals at home.</i>	90 mins	1	Online	\$75	READ MORE >
CPR Awareness Workshop					
<i>Our Cardiopulmonary Resuscitation (CPR) Refresher course is an essential tool for refreshing vital lifesaving skills.</i>	60 mins	1	Online	\$55	READ MORE >
Manual Handling Awareness Workshop					
<i>Manual Handling Awareness training workshop is designed to raise awareness about the dangers associated with manual handling tasks.</i>	90 mins	1	Online	\$90	READ MORE >
Drug and Alcohol Awareness Workshop					
<i>Our online course on Drug and Alcohol Awareness equips managers and employees with the knowledge and tools needed to maintain a drug-free workplace and address substance-related issues effectively.</i>	90 mins	1	Online	\$85	READ MORE >



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Training Packages

Bronze Training Package

Our online programs offer a comprehensive introduction to essential skills vital for your business's growth and success. Designed for small businesses, it focuses on cost-effectiveness and convenience, and provides access to a curated selection of online courses designed to enhance productivity, nurture team collaboration, and streamline operations.



Up to 20
employees

CPD
Points
Available



Silver Training Package

Designed for small to medium size businesses, this online package contains foundational modules on communication and time management to specialised training in professional development. The Silver Package equips you and your team with the knowledge and skills needed to thrive in today's competitive market. In doing so, ensuring retention of employees, and minimising expensive recruitment costs.



Up to 100
employees

CPD
Points
Available



Gold Training Package

Our Gold Package is tailor-made for larger size businesses seeking efficient online training solutions. From foundational modules on Leadership and Project management to specialised training in professional development. The Gold Package courses can be tailored to focus your operational need to retention of employees, all the while minimising expensive recruitment costs.



Up to 250
employees

CPD
Points
Available



Platinum Training Package

The Platinum Package is tailor-made for larger size businesses seeking efficient online training solutions in real time. Similar to other training packages with more features to assist in the upskilling of employees, including reporting, access to your own training portal and customisation as required.



Up to 600
employees

CPD
Points
Available



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Face to Face Workshops



WORKSHOPS OVERVIEW

At Blue Apples Education, we are committed to enhancing your organisation's potential through comprehensive workshop training services. Our offerings include both nationally accredited courses through our esteemed partners and bespoke workshops designed to meet your specific professional development needs. Whether you're seeking to improve leadership skills, enhance team collaboration, or introduce new employees to your company's culture, our tailored face to face training solutions provides the perfect blend of theory and practical application.

Nationally Accredited F2F Workshops

Through our partnerships with leading educational institutions, Blue Apples Education can offer access to nationally accredited courses ensuring your employees receive recognised and respected qualifications.

These courses cover a wide range of disciplines, from management and leadership to technical skills and industry-specific certifications. By participating in our partners' accredited programs, your workforce will gain valuable knowledge and credentials that contribute to their professional growth and your organisation's success.

Facilitated Bespoke Workshops

Our bespoke workshops are designed to address the unique challenges and opportunities within your organisation. We work closely with you to develop customised training programs that align with your strategic goals and industry requirements.

Whether it's professional development for seasoned employees or induction training for new hires, our workshops are tailored to enhance skills, boost morale, and nurture a culture of continuous learning.

Our experienced facilitators use interactive methods and real-world scenarios to ensure that your team members can immediately apply what they learn in their daily roles.



Take action Today, Contact Us!

Time to take a Bite!

Ready to elevate your team's skills and performance?

Contact Blue Apples Education today to learn more about our workshop training services and how we can tailor a program to meet your specific needs.

Let's work together to create a learning environment that fosters growth, innovation, and excellence.

Reach out now to schedule a consultation and take the first step towards a brighter future for your organisation.

Workshops Available

1. First Aid – Refresher, Awareness and Accredited
2. CPR – Refresher, Awareness and Accredited
3. Workplace Drug and Alcohol Awareness
4. Workplace Manual Handling Awareness
5. Professional Development*
6. Induction*

Workshop Details

- Pricing is available upon request
- Minimum numbers do apply
- Dates subject to change
- Delivery – Onsite or Offsite



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Training Services



SERVICES OVERVIEW

At Blue Apples Education, our suite of services includes customised training courses, policy and procedure development, dedicated facilitated training workshops, specific industry course creation, contextualised online training, and a wide range of learning and development services. We are committed to partnering with you to empower your workforce with the skills and knowledge necessary to excel in today's dynamic business environment.

Customised Training Courses

Every business is unique, and so are its training needs. We specialise in designing customised training courses that align with your company's goals, culture, and specific requirements.

Our expert team works closely with you to understand your objectives and develop training content that addresses the unique challenges and opportunities within your organisation.

This approach ensures that your employees can learn at their own pace, balancing their professional development with their day-to-day responsibilities.

Dedicated Facilitated Training Workshops

Facilitated training workshops are a powerful way to engage your team and nurture a culture of continuous learning.

Partnering with our dedicated facilitators, we will provide experienced professionals who bring practical insights and interactive methods to the training process.

These workshops are designed to be highly engaging and interactive, encouraging participation and collaboration among attendees.

Whether conducted on-site or virtually, our workshops cover a wide range of topics, from leadership development to induction skills training.

Development of Specific Industry Courses

Industries have unique training needs, and a one-size-fits-all approach rarely works. Blue Apples Education specialises in developing specific industry courses that cater to the distinct requirements of various sectors.

Our team of subject matter experts collaborates with industry leaders to create courses that address current trends, regulatory changes, and emerging challenges.

Learning and Development Services

Beyond specific training programs, Blue Apples Education offers a range of learning and development services to support your organisation's growth.

Our services include training needs analysis, competency mapping, talent development, coaching and mentoring, and more. We work with you to identify skill gaps, develop learning paths, and implement strategies that promote continuous improvement.

Our holistic approach to learning and development ensures that your organisation remains agile, competitive, and capable of adapting to changing market conditions.

Why Choose Blue Apples Education?

1. Expertise and Experience
2. Tailored Solutions
3. Engaging and Interactive
4. Flexibility
5. ROI Savings



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2025 Course Brochures



WORKPLACE Privacy

THE INDUCTION SERIES

COURSE OVERVIEW

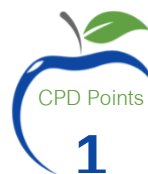
In today's digital age, Workplace Privacy has become a critical issue for organisations and employees alike. Understanding privacy laws, handling personal information ethically, and managing privacy issues effectively are essential skills for maintaining trust and compliance in the workplace.

This online course aims to provide guidance on workplace privacy, focusing on key aspects such as:

- the Australian Privacy Act 1988
- the handling of personal information
- the storage of sensitive information
- the management of privacy issues

Ultimately, the course empowers participants to safeguard personal data, nurture trust with stakeholders, and navigate the evolving landscape of privacy concerns with confidence and proficiency.

Delivery Mode:	Online
Course Time:	0.5 hours
Assessment:	Yes, online quiz
Issuance:	'Certificate of Completion'
Packages:	Bronze, Silver, Gold or Platinum
Customisation:	Available upon request. Fees apply



PRICING

\$42.50
(+GST)



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MODERN Slavery

THE INDUCTION SERIES

► COURSE OVERVIEW

Modern slavery remains a pervasive issue globally, affecting millions of people worldwide.

In this course, we will delve into the concept of modern slavery, its implications for businesses, and how organisations can take proactive steps to address this issue within their supply chains.

Leading Australian organisations are bound by their Core Values, including 'Treating each other with respect and honesty', and 'Demonstrating responsibility and accountability'. This Modern Slavery course has been developed to mitigate any risk of modern slavery across business operations; together with purchasing services and products.

Delivery Mode:	Online
Course Time:	0.75 hours
Assessment:	Yes, online quiz
Issuance:	'Certificate of Completion'
Packages:	Bronze, Silver, Gold or Platinum
Customisation:	Available upon request. Fees apply



PRICING

\$95.00
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Workplace Child Safety Awareness

THE INDUCTION SERIES

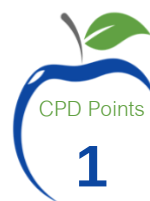
► COURSE OVERVIEW

Welcome to the Child Safety Awareness online training course tailored for businesses operating within Australia.

In this awareness training course, we will explore the critical importance of child safety within the context of business operations, equipping you and your team with the knowledge and tools necessary to create safe and secure environments for children, and young people.

Child safety is a fundamental responsibility that extends beyond our homes and schools. Businesses, whether they operate in retail, hospitality, or any other industry, have a duty to ensure the safety and well-being of children and young people who may come into contact with your services or premises. This training is designed to empower you, and your employees to fulfil this duty effectively and responsibly.

Delivery Mode:	Online
Course Time:	0.5 hours
Assessment:	Yes, online quiz
Issuance:	'Certificate of Completion'
Packages:	Bronze, Silver, Gold or Platinum
Customisation:	Available upon request. Fees apply



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Generic HSE

Health, Safety & Environment

THE INDUCTION SERIES

COURSE OVERVIEW

Welcome to the Generic Health, Safety and Environment Induction course.

Great businesses respect the value in nurturing a health and safety environment for their employees, and clients who enter the workplace.

This induction course provides the key information you need to know to protect the workplace environment, as well as looking after the health and safety of yourself and others, who are working in your business. This online course will outline workplace expectations and your responsibilities in the following areas:

- HSE Responsibilities
- WHS Management Systems
- Hazards and Incident Management
- Unacceptable Workplace Behaviours
- Mental Health and Wellbeing
- Workplace Environment

Delivery Mode:	Online
Course Time:	0.5 hours
Assessment:	Yes, online quiz
Issuance:	'Certificate of Completion'
Packages:	Bronze, Silver, Gold or Platinum
Customisation:	Available upon request. Fees apply



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Manual Handling Awareness

THE INDUCTION SERIES

► COURSE OVERVIEW

Discover techniques to move objects and materials properly, avoid injury, and boost productivity.

This course covers lifting, carrying, and lowering loads of all sizes safely. You will explore your organisation's policies and procedures, risk factors, tools and equipment, as well as practical strategies to integrate awareness into everyday workplace routines.

The Manual Handling Awareness online course will discover the following:

- Unpacking the risks analyses,
- The Human anatomy,
- Understanding manual handling skills, and
- Identifying injury prevention techniques for protecting your body while lifting and carrying heavy objects.

* Note: a 2-hour face to face, practical training session has been designed to allow participants to demonstrate and practice the concepts covered through instructor lead coaching and hands-on activities with various real workplace manual handling scenarios. Available on request and additional fees - \$90.00 (+GST).

Delivery Mode:	Online
Course Time:	0.75 hours
Assessment:	Yes, online quiz
Issuance:	'Certificate of Completion'
Packages:	Bronze, Silver, Gold or Platinum
Customisation:	Available upon request. Fees apply



PRICING

\$65.00
(+GST)



CPR Refresher

(Non Accredited)

THE INDUCTION SERIES

► COURSE OVERVIEW

The Refresher Cardiopulmonary Resuscitation (CPR) online course will take you through realistic scenarios that are drawn from your industry. The aim of the course is to enhance confidence and readiness to respond promptly to cardiac emergencies, therefore increasing survival rates.

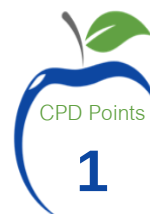
Completing this refresher CPR course equips employees and families with up-to-date lifesaving skills and knowledge and ensures:

- An understanding in the use of DRSABCD,
- An Introduction to Human Anatomy and Physiology,
- How to use Defibrillators, and
- Knowledge of the Chain of Survival.

Regular training refreshes critical techniques, improves response times, and nurtures a safer environment at work and home. Ultimately, it empowers individuals to act swiftly and effectively in critical situations, potentially saving lives

* Note: a 1-hour face to face, practical training session has been designed to allow participants to demonstrate and practice the concepts covered through instructor lead coaching. Available on request and additional fees - \$55.00 (+GST).

Delivery Mode:	Online
Course Time:	1.0 hour
Assessment:	Yes, online quiz
Issuance:	'Certificate of Completion'
Packages:	Bronze, Silver, Gold or Platinum
Customisation:	Available upon request. Fees apply



PRICING

\$42.50
(+GST)



First Aid Refresher

(Non Accredited)

THE INDUCTION SERIES

COURSE OVERVIEW

This Refresher First Aid online course will take you through realistic scenarios that are drawn from your industry. The aim of the course is to prepare you for emergencies and provide you with the confidence to take effective action as a First Aider within your workplace or just in everyday life at home or sport.

Completing this refresher First Aid course equips employees or families with up-to-date lifesaving skills and knowledge and ensures:

- preparedness for emergencies,
- reduces the severity of injuries, and
- enhances confidence in providing immediate assistance.

Regular training refreshes critical techniques, improves response times, and nurtures a safer environment at work and home. Ultimately, it empowers individuals to act swiftly and effectively in critical situations, potentially saving lives.

* Note: a 1-hour face to face, practical training session has been designed to allow participants to demonstrate and practice the concepts covered through instructor lead coaching. Available on request and additional fees - \$75.00 (+GST).

Delivery Mode:	Online
Course Time:	1.0 hour
Assessment:	Yes, online quiz
Issuance:	'Certificate of Completion'
Packages:	Bronze, Silver, Gold or Platinum
Customisation:	Available upon request. Fees apply



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Workplace Awareness DRUG ALCOHOL

THE INDUCTION SERIES

► COURSE OVERVIEW

Our Drug and Alcohol Workplace Awareness Course is meticulously designed to contribute to a safe and healthy work environment by addressing the critical issues related to substance use. This course provides a comprehensive understanding of the impact of drugs and alcohol on employees' health, safety, and productivity.

Participants will learn to identify signs of substance abuse, understand workplace policies, and explore effective prevention and intervention strategies. Emphasising the importance of a supportive and non-judgmental environment, the course encourages open dialogue and early intervention.

By educating employees and management, we aim to:

- reduce workplace accidents,
- improve safety, and
- enhance overall well-being.

Join us in nurturing a healthier, safer, and more productive workplace for all.

Delivery Mode:	Online
Course Time:	0.75 hours
Assessment:	Yes, online quiz
Issuance:	'Certificate of Completion'
Packages:	Bronze, Silver, Gold or Platinum
Customisation:	Available upon request. Fees apply



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(+GST)



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Generic WORKPLACE ERGONOMICS

THE INDUCTION SERIES

► COURSE OVERVIEW

The Workplace Ergonomic training online course has been developed to ensure staff are familiar with essential knowledge required to maintain optimal ergonomics whilst in the workplace. In partnership with yourself, your employer is responsible to assist you achieve your best.

Ergonomics is an applied science concerned with the process of designing or arranging workplaces, products and systems, providing highly efficient interactions. Ergonomics aims to improve work spaces to minimise risk of injury or harm.

At the end of this online module, you will have an understanding of:

- The recommended working postures and layout of equipment,
- The importance of adopting these postures and layout to avoid injury, and
- How to adjust your workstation to attain the recommended postures.

Delivery Mode:	Online
Course Time:	0.75 hours
Assessment:	Yes, online quiz
Issuance:	'Certificate of Completion'
Packages:	Bronze, Silver, Gold or Platinum
Customisation:	Available upon request. Fees apply



PRICING

\$85.00
(+GST)



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Mental Health Awareness

THE INDUCTION SERIES

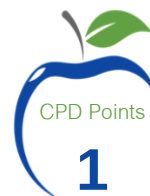
► COURSE OVERVIEW

Over many years (most predominantly the last 30 years), Mental Health issues have become one of the primary reasons for the lost time in productivity. This is due to absenteeism, presenteeism, and compensation in the global marketplace, to the tune of billions of dollars.

It is recommended all Managers and Supervisors take appropriate steps to prevent and manage psychosocial hazards and risks in their workplace. Workplace psychosocial hazards and risks are related to the psychological and social conditions of the workplace rather than just the physical conditions. This online course will outline workplace expectations and responsibilities in the following areas:

- Increase awareness around Mental Health;
- Educate Managers and Supervisors on their legal and organisational obligations to provide a psychologically safe and inclusive work environment; and
- Educate Managers and Supervisors on how to identify signs, symptoms and at-risk behaviours of mental health conditions in the workplace.

Delivery Mode:	Online
Course Time:	0.75 hours
Assessment:	Yes, online quiz
Issuance:	'Certificate of Completion'
Packages:	Bronze, Silver, Gold or Platinum
Customisation:	Available upon request. Fees apply



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Effective Communications

THE INDUCTION SERIES

COURSE OVERVIEW

Effective workplace communication is the lifeblood of any successful organisation. It involves the exchange of information and ideas in a way that nurtures understanding, cooperation, and productivity. Clear and open communication not only reduces misunderstandings, but also builds trust among colleagues, paving the way for collaboration and innovation.

When communication flows smoothly, employees are more engaged, teams work more effectively, and conflicts are minimised. Ultimately, good communication practices contribute to a positive workplace culture, where everyone feels heard, valued, and motivated to contribute to the organisation's goals. Effective communication is the cornerstone of a successful workplace. It nurtures collaboration, boosts productivity, and helps maintain a harmonious work environment.

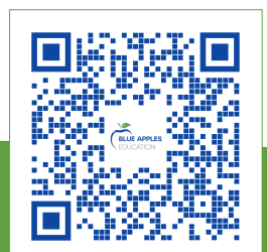
Communication isn't just about talking; it's about understanding, listening, and conveying messages in a way that aligns with the organisation's goals. In this online training course, you'll explore:

- the communication process,
- identify key elements like the sender, receiver, communication channels, and
- discuss common barriers to effective communication in the workplace.

Delivery Mode:	Online
Course Time:	0.5 hours
Assessment:	Yes, online quiz
Issuance:	'Certificate of Completion'
Packages:	Bronze, Silver, Gold or Platinum
Customisation:	Available upon request. Fees apply



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Workplace Cybersecurity

THE INDUCTION SERIES

► COURSE OVERVIEW

In today's digital age, safeguarding your data and systems has never been more critical.

This online Cybersecurity induction course is designed to equip you with the essential skills and knowledge needed to protect against cyber threats and attacks; offering valuable insights and practical tools to stay ahead in the cybersecurity landscape.

Key outcomes are:

- Gain in-depth knowledge about various types of cyber threats, like malware, phishing, ransomware, and social engineering.
- Learn how threats operate, their potential impacts, and the best practices for identifying and mitigating them.
- Understand the importance of establishing a strong security posture within your organization.
- Learn about cybersecurity frameworks, policies, and compliance requirements such as SOCI, GDPR, or HIPAA.

Equip yourself today with the skills to protect your organisation and personal data from cyber threats and become a crucial asset in the fight against cybercrime!

Delivery Mode:	Online
Course Time:	1.0 hour
Assessment:	Yes, online quiz
Issuance:	'Certificate of Completion'
Packages:	Bronze, Silver, Gold or Platinum
Customisation:	Available upon request. Fees apply



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LGBTIQ+

Workplace Awareness

Professional Development Series

COURSE OVERVIEW

Creating an inclusive workplace is vital for nurturing diversity, acceptance, and innovation.

Our online course is designed to help managers and employees develop a deeper understanding and acceptance of LGBTIQ+ individuals in the workplace. Through this course, you will learn how to create a supportive and inclusive environment that celebrates diversity and ensures all employees feel valued and respected.

Key Takeaways:

1. Gain the knowledge about LGBTIQ+ identities and experiences. Learn about the terminology, challenges faced by LGBTIQ+ individuals, and the importance of recognising and respecting diverse identities in the workplace.
2. Discover effective strategies to develop and implement inclusive workplace policies. Learn how to create a supportive environment through policies that protect against discrimination, promotes equality, and encourage inclusivity.
3. Explore techniques to nurture a culture of acceptance and support. Learn how to provide allyship, support LGBTIQ+ colleagues, and cultivate a workplace where diversity is celebrated and all employees can thrive.

Become a champion of inclusivity and make your workplace a welcoming environment for everyone.
Enrol today and start building a more inclusive and accepting workplace.

Delivery Mode:	Online
Course Time:	0.75 hour
Assessment:	Yes, online quiz
Issuance:	'Certificate of Completion'
Packages:	Bronze, Silver, Gold or Platinum
Customisation:	Available upon request. Fees apply



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RECOGNISING COERCIVE CONTROL

HEALTH & WELLNESS SERIES

► COURSE OVERVIEW

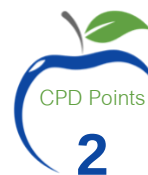
During this course you will explore the concept that Coercive Control is not just about physical violence, together with identifying the signs early to prevent escalation. In addition this course will highlight the mental health issues associated with Coercive Control and identify support systems for victims and rebuild their lives.

By the end of this course, you will have obtained the knowledge early recognition of Coercive Control is essential for providing timely support to victims and preventing further abuse. This course will outline the:

- key aspects of Coercive Control,
- how to recognise its signs, and
- mental health impacts on those affected.

By understanding the patterns of Coercive Control, you can help create safer environments and advocate for those in need. Effective support systems, legal frameworks, and community resources are crucial in combating Coercive Control and empowering victims to rebuild their lives.

Delivery Mode:	Online
Course Time:	1.0 hour
Assessment:	Yes, online quiz
Issuance:	'Certificate of Completion'
Packages:	Bronze, Silver, Gold or Platinum
Customisation:	Available upon request. Fees apply



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Preventing Sexual Harassment

Professional Development Series



COURSE OVERVIEW

Creating a respectful and safe workplace is crucial for the well-being and productivity of all employees.

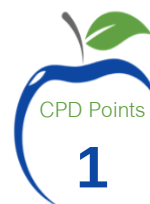
Our online course on preventing sexual harassment in the workplace equips managers and employees with the knowledge and skills to nurture a culture of respect, understand the distinctions between harassment and discrimination, and comply with Australian anti-discrimination laws.

Key Takeaways:

1. Learn what constitutes a respectful workplace. Understand the key elements of creating an environment where all employees feel valued, safe, and respected, and where inappropriate behaviour is not tolerated.
2. Gain clarity on the differences between harassment and discrimination. Learn to identify various forms of harassment, including sexual harassment, and understand how they differ from other types of discriminatory practices.
3. Familiarise yourself with the Australian legal framework surrounding anti-discrimination and sexual harassment. Learn about your rights and responsibilities under these laws, and how to implement policies and practices that ensure compliance and protect your workplace.

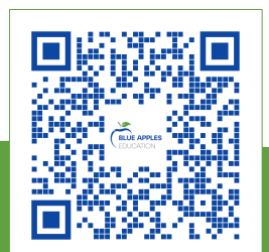
Build a safer, more respectful work environment. Enrol today and take proactive steps to prevent sexual harassment in your workplace.

Delivery Mode:	Online
Course Time:	0.75 hour
Assessment:	Yes, online quiz
Issuance:	'Certificate of Completion'
Packages:	Bronze, Silver, Gold or Platinum
Customisation:	Available upon request. Fees apply



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Positive Workplace Behaviours

Professional Development Series

► COURSE OVERVIEW

A best practice workplace is essential for the well-being and productivity of employees, and begins with Positive Behaviours.

Our online course on creating a positive workplace through employee behaviours provides the knowledge and tools necessary to nurture a respectful environment, understand your responsibilities, and ensure a workplace free from health and safety risks.

Key Takeaways:

1. Learn what constitutes a respectful workplace. Understand the importance of having an environment where all employees feel valued and respected. Explore strategies to promote inclusivity and mutual respect among the team.
2. Discover your responsibilities as a manager or employee in creating and maintaining a positive workplace. Learn how to identify and address inappropriate behaviours, take proactive steps to resolve conflicts, and implement policies that promote a healthy and respectful work environment.
3. Gain insights into maintaining a workplace culture free from health and safety risks. Understand the importance of a safe working environment and learn how to identify potential hazards, and conduct risk assessments.

Transform your workplace into a positive, respectful, and safe environment.

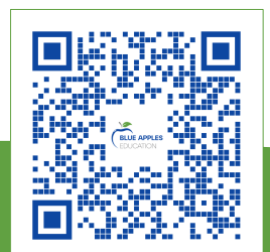
Enrol today and take the first step towards nurturing a culture of positivity and respect in your organisation.

Delivery Mode:	Online
Course Time:	0.75 hour
Assessment:	Yes, online quiz
Issuance:	'Certificate of Completion'
Packages:	Bronze, Silver, Gold or Platinum
Customisation:	Available upon request. Fees apply



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Managers Psychosocial Safety

Professional Development Series

► COURSE OVERVIEW

In today's workplace, ensuring psychosocial safety is essential for fostering a healthy, productive environment.

Our online course, designed specifically for managers and leaders, equips you with the knowledge and skills to promote psychosocial well-being within your team. By addressing mental health, preventing workplace stress, and creating a supportive culture, you can significantly enhance employee satisfaction and performance.

Key Takeaways:

1. Learn to identify and assess psychosocial risks in the workplace. Gain insights into the factors that contribute to stress, anxiety, and burnout, and understand their impact on employee well-being and productivity.
2. Discover effective strategies to support mental health in the workplace. Develop skills to create an inclusive, empathetic environment where employees feel safe discussing their mental health concerns and accessing necessary resources.
3. Explore techniques to drive a supportive and resilient work culture. Learn how to implement policies and practices that prioritise employee well-being, encourage work-life balance, and promote positive interpersonal relationships.

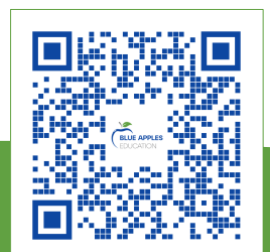
Become a proactive leader in promoting psychosocial safety and well-being, and enrol today and create a workplace where everyone thrives.

Delivery Mode:	Online
Course Time:	1.0 hour
Assessment:	Yes, online quiz
Issuance:	'Certificate of Completion'
Packages:	Bronze, Silver, Gold or Platinum
Customisation:	Available upon request. Fees apply



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admin@blueappleseducation.com.au
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Artificial Intelligence (AI) Empower your Workforce

Professional Development Series

► COURSE OVERVIEW

Unlock the potential of your team with our online course, "Empowering Your Workforce with Artificial Intelligence (AI)."

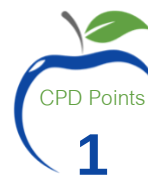
Designed for businesses looking to integrate AI into their operations, this course provides practical insights and hands-on experience in leveraging AI technologies to enhance productivity, innovation, and decision-making. Whether you are a business leader, manager, or a tech, this course will equip you with the knowledge and skills to transform your workplace.

Key Takeaways:

1. Learn effective strategies for integrating AI into your business processes. Understand how to identify opportunities, implement AI solutions, and measure their impact on your operations.
2. Discover how AI can improve decision-making by providing data-driven insights and predictive analytics. Gain the skills to analyse complex data sets and make informed decisions that drive business success.
3. Explore how AI can automate routine tasks, streamline workflows, and foster a culture of innovation. Learn to harness AI tools to boost productivity, reduce costs, and stay ahead of the competition.

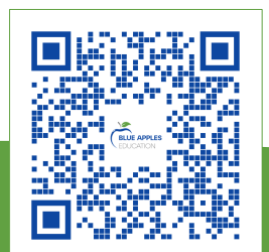
Enrol in "Empowering Your Workforce with Artificial Intelligence" and lead your organisation into the future with confidence and competence.

Delivery Mode:	Online
Course Time:	1.0 hour
Assessment:	Yes, online quiz
Issuance:	'Certificate of Completion'
Packages:	Bronze, Silver, Gold or Platinum
Customisation:	Available upon request. Fees apply



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Employees' Rights to Disconnect

Professional Development Series

► COURSE OVERVIEW

In today's digitally connected world, the line between work and personal time can easily blur.

Our online course on the Employees' Right to Disconnect under Australian law is designed to help managers and eligible employees navigate this critical aspect of workplace well-being. Learn about the legal frameworks, benefits, and implementation strategies to ensure a healthy work-life balance for all team members.

Key Takeaways:

1. Gain an understanding of the Australian laws supporting employees' right to disconnect. Learn about the regulations and guidelines protecting workers from being constantly on call and ensure their right to personal time.
2. Discover the benefits of enforcing the right to disconnect in the workplace. Understand how allowing employees to disconnect can lead to increased productivity, better mental health, and higher job satisfaction.
3. Explore practical strategies for implementing disconnecting policies in your workplace. Learn how to establish clear boundaries, communicate expectations effectively, and nurture a culture that respects and supports employees' personal time.

Become a proactive advocate for work-life balance and enhance the well-being of your team.

Enrol today and empower your workplace with the knowledge and tools to support employees' right to disconnect.

Delivery Mode:	Online
Course Time:	0.75 hour
Assessment:	Yes, online quiz
Issuance:	'Certificate of Completion'
Packages:	Bronze, Silver, Gold or Platinum
Customisation:	Available upon request. Fees apply



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admin@blueappleseducation.com.au

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Challenging Workplace Behaviours

Professional Development Series

► COURSE OVERVIEW

Transform your workplace into a harmonious and productive environment by eliminating challenging behaviours.

Our online course equips Managers and Leaders with the tools and strategies needed to nurture a positive workplace culture, reduce conflicts, and enhance overall employee satisfaction and performance.

Key Takeaways:

1. Learn how to create and implement clear, fair, and consistent workplace policies. Understand the importance of setting expectations, defining acceptable behaviours, and establishing consequences for misconduct to maintain a respectful work environment.
2. Discover techniques for proactive conflict resolution and mediation. Gain skills to address issues before they escalate, promote open communication, and foster a culture of mutual respect and understanding among employees.
3. Explore a variety of activities and training programs designed to build a cohesive team. Learn how to conduct team-building exercises, workshops, and regular training sessions that encourage positive interactions and reinforce company values.

Creating a workplace free from challenging behaviours is conducive to success. Enrol today and take the first step towards developing a positive and productive work environment.

Delivery Mode:	Online
Course Time:	0.75 hour
Assessment:	Yes, online quiz
Issuance:	'Certificate of Completion'
Packages:	Bronze, Silver, Gold or Platinum
Customisation:	Available upon request. Fees apply



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Workplace Building Trust

Professional Development Series

COURSE OVERVIEW

In today's fast-paced work environment, trust is the cornerstone of a thriving and productive team.

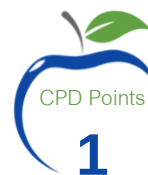
Our online course, tailored for Managers and Leaders, offers the essential tools and strategies to cultivate trust within your workplace. By nurturing a culture of transparency, accountability, and support, you can enhance team cohesion, boost morale, and drive organisational success.

Key Takeaways:

1. Learn the importance of clear and open communication. Develop skills to share information effectively, listen actively, and encourage feedback, ensuring every team member feels heard and valued.
2. Discover how to lead by example with integrity and accountability. Understand how demonstrating honesty, admitting mistakes, and taking responsibility can build credibility and trust among your employees.
3. Explore techniques to show empathy and provide support. Recognise the significance of understanding your team's needs, offering assistance, and creating an environment where employees feel safe and supported.

Transform your leadership approach and build a trustworthy, high-performing team. Enrol today and start nurturing a workplace where trust leads to success.

Delivery Mode:	Online
Course Time:	1.0 hour
Assessment:	Yes, online quiz
Issuance:	'Certificate of Completion'
Packages:	Bronze, Silver, Gold or Platinum
Customisation:	Available upon request. Fees apply



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Mastering Modern Operational Workflows

Professional Development Series

► COURSE OVERVIEW

Unlock the full potential of your business with our online course on Operational Management.

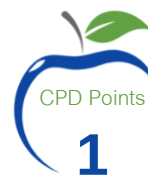
Learn the fundamental operational strategies that will help you design, manage, and optimise your business processes effectively. This course is designed for managers, business owners, and professionals looking to enhance their operational efficiency and drive their company's success.

Key Takeaways:

1. Understand how to design efficient processes from scratch and continually improve existing ones. Learn techniques for mapping processes, identifying bottlenecks, and implementing effective solutions.
2. Gain insights into managing resources effectively, including human resources, materials, and technology. Learn to allocate resources optimally to maximise productivity and minimise waste.
3. Discover the tools and techniques for measuring operational performance. Learn to analyse key performance indicators (KPIs), assess process efficiency, and make data-driven decisions to enhance business outcomes.

Join us to acquire the essential skills needed to streamline your operations, reduce costs, and improve overall business performance. Enrol today and take the first step towards operational excellence and business success.

Delivery Mode:	Online
Course Time:	1.0 hour
Assessment:	Yes, online quiz
Issuance:	'Certificate of Completion'
Packages:	Bronze, Silver, Gold or Platinum
Customisation:	Available upon request. Fees apply



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Time Management

Smarter not Harder

Professional Development Series

COURSE OVERVIEW

Efficient time management is crucial for productivity and job satisfaction.

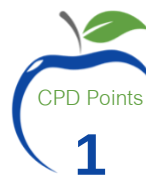
Our online course on the fundamentals of time management in the workplace teaches you how to work smarter, not harder. Learn techniques to prioritize tasks, streamline your workflow, and make the most of your time to achieve better work-life balance and increased productivity.

Key Takeaways:

1. Understand how to prioritize your tasks effectively. Learn methods such as the Eisenhower Matrix and the ABCDE method to identify urgent and important tasks, ensuring you focus on what truly matters.
2. Discover strategies to streamline your workflow and eliminate time-wasting activities. Learn about time-blocking, batching similar tasks, and using productivity tools to optimise your daily schedule and improve efficiency.
3. Gain insights into balancing your professional and personal life. Learn how to set boundaries, delegate tasks, and manage your time to reduce stress and enhance your overall well-being.

Master the art of time management and transform your approach to work.
Enrol today and start working smarter for a more productive and balanced life.

Delivery Mode:	Online
Course Time:	0.5 hour
Assessment:	Yes, online quiz
Issuance:	'Certificate of Completion'
Packages:	Bronze, Silver, Gold or Platinum
Customisation:	Available upon request. Fees apply



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Problem Solving Fundamentals

Professional Development Series

► COURSE OVERVIEW

Mastering problem-solving is essential for navigating the complex challenges of today's professional environment.

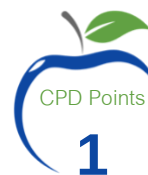
Our online course delves into the fundamentals of problem-solving, focusing on honing your skills to tackle challenges effectively. Explore topics such as divergent and convergent thinking, the use of heuristics, re-framing problems for creative solutions, and applying design thinking for a human-centered approach to solving complicated issues.

Key Takeaways:

1. Understand the principles of divergent and convergent thinking. Learn how to generate a wide range of ideas and narrow them down to the most effective solutions, balancing creativity and practicality in your problem-solving approach.
2. Discover the benefits and risks of using heuristics—mental shortcuts that can simplify decision-making. Learn how to apply heuristics effectively while being mindful of potential biases and pitfalls.
3. Understand how to use design thinking to take a human-centered approach, focusing on empathy and user needs to solve complex problems creatively and effectively.

Sharpen your problem-solving skills and become more adept at overcoming challenges in your professional life. Enrol today and start your journey towards becoming a proficient problem-solver.

Delivery Mode:	Online
Course Time:	0.75 hour
Assessment:	Yes, online quiz
Issuance:	'Certificate of Completion'
Packages:	Bronze, Silver, Gold or Platinum
Customisation:	Available upon request. Fees apply



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Basic Professional Networking

Professional Development Series

► COURSE OVERVIEW

Professional networking is a vital skill that can open doors to new opportunities, enhance your career, and give you a competitive edge in the business world.

Our online course covers the fundamental principles of professional networking, helping you understand what it is, how to get started, and how to leverage it for success.

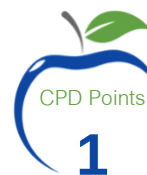
Key Takeaways:

1. Learn what professional networking entails and why it is crucial for your career growth. Understand the different types of networks, including personal, operational, and strategic, and how each can benefit your professional journey.
2. Discover practical steps to start building your professional network. Gain tips on how to approach networking events, utilise social media platforms effectively, and cultivate meaningful connections that can support your career aspirations.
3. Explore how networking can provide you with a competitive advantage in your industry. Learn to leverage your network for career opportunities, professional development, and staying informed about industry trends and insights.

Enhance your networking skills and take your professional relationships to the next level.

Enrol today and start building a network that works for you.

Delivery Mode:	Online
Course Time:	1.0 hour
Assessment:	Yes, online quiz
Issuance:	'Certificate of Completion'
Packages:	Bronze, Silver, Gold or Platinum
Customisation:	Available upon request. Fees apply



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How to have Difficult Conversations

Professional Development Series

COURSE OVERVIEW

Navigating difficult conversations with employees is a critical skill for any Manager or Leader.

Our online course provides you with the strategies and techniques needed to handle these challenging discussions with confidence and empathy. Learn how to address performance issues, provide constructive feedback, and resolve conflicts effectively, creating a more harmonious and productive workplace.

Key Takeaways:

1. Gain insights into effective communication methods for difficult conversations. Learn how to convey your message clearly, listen actively, and ensure that your employees feel heard and respected throughout the discussion.
2. Discover the importance of emotional intelligence in managing difficult conversations. Understand how to manage your emotions, recognise and respond to the emotions of others, and create a supportive environment that nurtures open dialogue and mutual respect.
3. Develop conflict resolution skills to address and resolve issues constructively. Learn how to identify the root causes of conflicts, mediate disputes, and find solutions that benefit both the employee and the organisation.

Enhance your leadership capabilities and create a more open, honest, and productive workplace.

Enrol today and master the art of having difficult conversations with your team.

Delivery Mode:	Online
Course Time:	0.75 hour
Assessment:	Yes, online quiz
Issuance:	'Certificate of Completion'
Packages:	Bronze, Silver, Gold or Platinum
Customisation:	Available upon request. Fees apply



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Beginners Content Writing

Professional Development Series

► COURSE OVERVIEW

Unlock your potential as a content creator with our beginner-friendly course on content writing.

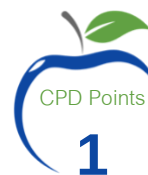
Designed to equip you with the foundational skills needed to craft compelling and cohesive content, this course will guide you through the essentials of developing a strategic approach to content creation. Whether you're aiming to enhance your personal blog, boost your business's online presence, or pursue a career in content writing, this course is your gateway to success.

Key Takeaways:

1. Learn how to create a cohesive content strategy that aligns with your goals. Understand how to identify your target audience, set content objectives, and plan a content calendar to ensure consistent and impactful messaging.
2. Discover how to leverage artificial intelligence to enhance your writing process. Explore AI tools for generating ideas, improving grammar, and optimising content for SEO to save time and increase productivity.
3. Master the art of writing engaging content that captures attention and drives engagement. Learn to craft compelling headlines, structure your articles effectively, and utilise storytelling techniques to connect with your audience.

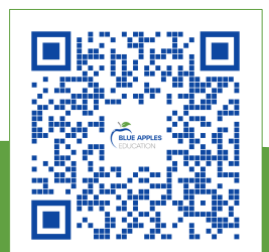
Join us to transform your writing skills and become a savvy content creator. Enrol today and start crafting content that captivates and converts!

Delivery Mode:	Online
Course Time:	1.0 hour
Assessment:	Yes, online quiz
Issuance:	'Certificate of Completion'
Packages:	Bronze, Silver, Gold or Platinum
Customisation:	Available upon request. Fees apply



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Introduction to Digital Marketing

Professional Development Series

COURSE OVERVIEW

Unlock the potential of your business with our comprehensive online course on Digital Marketing.

Designed for businesses of all sizes, this course offers essential insights into the ever-evolving digital landscape, empowering you to harness the power of digital marketing strategies. Additionally, learn how to leverage artificial intelligence (AI) to gain a competitive edge and drive your business success.

Key Takeaways:

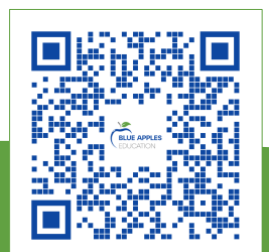
1. Gain a solid understanding of the core concepts of digital marketing, including SEO, social media marketing, email marketing, and content marketing. Learn how to create effective campaigns to reach and engage your target audience.
2. Discover how AI can transform your digital marketing efforts. Learn to use AI tools for data analysis, customer segmentation, personalized marketing, and automation to enhance efficiency and effectiveness.
3. Develop a cohesive digital marketing strategy tailored to your business goals. Understand how to integrate various digital channels, set measurable objectives, and analyse performance to continuously optimize your campaigns.

Master digital marketing and elevate your business to new heights. Enrol today and start leveraging AI to gain a strategic advantage in the digital marketplace.

Delivery Mode:	Online
Course Time:	0.75 hour
Assessment:	Yes, online quiz
Issuance:	'Certificate of Completion'
Packages:	Bronze, Silver, Gold or Platinum
Customisation:	Available upon request. Fees apply

PRICING

\$85.00
(+GST)



First Aid

Awareness Workshop

Training Workshop Series

COURSE OVERVIEW

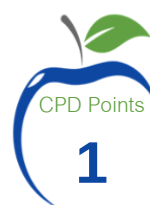
Our First Aid Awareness course is designed to refresh and reinforce essential first aid skills for workers in the workplace and individuals at home. Although it is not a nationally accredited course, it provides invaluable knowledge that can help you respond effectively to emergencies and create a safer environment for everyone. Whether you're an employer looking to enhance workplace safety or a family member wanting to ensure the well-being of loved ones, this course is an ideal solution.

Key Benefits

- *Skill Refreshment:* Keep your first aid skills up-to-date and ensure you're prepared to handle common workplace and home emergencies.
- *Practical Knowledge:* Gain practical insights and techniques that can be applied immediately to manage injuries, illnesses, and emergency situations effectively.
- *Safety Culture:* Develop a culture of safety and preparedness in your workplace or home, reducing the risk of accidents and improving overall well-being.

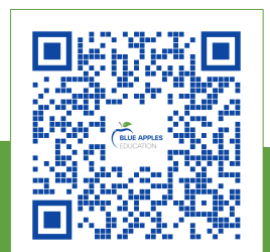
Take the proactive step towards enhancing safety and peace of mind. Enrol in our First Aid Awareness course today and equip yourself with the knowledge to make a difference when it matters most.

Delivery Mode:	Blended Solution (Online/Workshop)
Course Time:	1.5 hours Workshop
Assessment:	Yes, online quiz
Issuance:	'Certificate of Completion'
Packages:	Bronze, Silver, Gold or Platinum
Customisation:	Available upon request. Fees apply
Accredited:	No



PRICING

\$75.00
(+GST)



 +61 7 5537 7881
 admin@blueappleseducation.com.au
 www.blueappleseducation.com.au



CPR

Awareness Workshop

Training Workshop Series



COURSE OVERVIEW

Our Cardiopulmonary Resuscitation (CPR) Refresher course is an essential tool for refreshing vital lifesaving skills. While it is not a nationally accredited course, it is specifically designed to reinforce the CPR techniques of workers in the workplace and individuals or families seeking to create a safer home environment.

This course ensures you remain confident and competent in emergency situations, providing you with the knowledge and skills necessary to save lives.

Key Benefits:

- **Skill Reinforcement:** Update and reinforce your CPR techniques to ensure you are prepared to respond effectively in emergency situations.
- **Practical Application:** Learn practical CPR skills that can be immediately applied to real-life scenarios, improving the chances of positive outcomes in critical moments.
- **Safety Assurance:** Promote a culture of safety and preparedness in your workplace or home, ensuring that you and your loved ones are ready to act in case of a cardiac emergency.

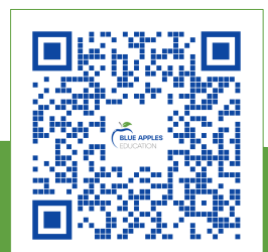
Take action now to refresh your CPR skills and enhance your readiness to respond to emergencies. Enrol in our CPR Refresher course today and make a difference in your workplace or home.

Delivery Mode:	Blended Solution (Online/Workshop)
Course Time:	1.0 hour Workshop
Assessment:	Yes, online quiz
Issuance:	'Certificate of Completion'
Packages:	Bronze, Silver, Gold or Platinum
Customisation:	Available upon request. Fees apply
Accredited:	No



PRICING

\$55.00
(+GST)



Manual Handling Awareness Workshop

Training Workshop Series

► COURSE OVERVIEW

Our Manual Handling Awareness training workshop is designed to raise awareness about the dangers associated with manual handling tasks and equip employees with practical steps to minimise and control the risks.

This comprehensive online course focuses on educating participants about safe manual handling techniques, understanding the importance of ergonomics, and promoting a culture of safety within the workplace. By enrolling in this course, you will help your team reduce the risk of injury and improve overall workplace safety.

Key Takeaways

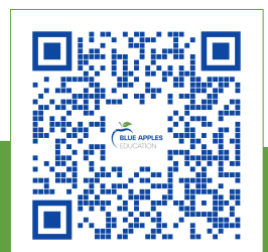
1. Learn about the common risks and hazards associated with manual handling tasks, including the potential for musculoskeletal injuries and long-term health issues.
2. Discover effective strategies and practical steps to minimise and control manual handling risks. This includes proper lifting techniques, the use of appropriate equipment, and the implementation of ergonomic principles.
3. Develop an understanding of how to foster a culture of safety within your organisation. Encourage employees to adopt safe manual handling practices and participate in ongoing safety training and initiatives.

Join our Manual Handling Awareness training workshop to ensure a safer and healthier workplace. Empower your team with the knowledge and skills they need to handle manual tasks safely and effectively.

Delivery Mode:	Blended Solution (Online/Workshop)
Course Time:	1.5 hours Workshop
Assessment:	Yes, online quiz
Issuance:	'Certificate of Completion'
Packages:	Bronze, Silver, Gold or Platinum
Customisation:	Available upon request. Fees apply
Accredited:	No

PRICING

\$90.00
(+GST)



Drug & Alcohol Awareness Workshop

Training Workshop Series

► COURSE OVERVIEW

Creating a safe and healthy workplace is vital for the well-being of your employees and the overall success of your organisation. Our online course on Drug and Alcohol Awareness equips managers and employees with the knowledge and tools needed to maintain a drug-free workplace and address substance-related issues effectively.

This course focuses on understanding the impact of drugs and alcohol in the workplace, recognising signs of substance abuse, and implementing effective policies and interventions.

Key Takeaways

1. Learn about the effects of drugs and alcohol on workplace safety, productivity, and employee health. Gain insights into how substance abuse can lead to accidents, decreased performance, and increased absenteeism.
2. Develop the ability to identify signs of substance abuse among employees and understand the appropriate steps to take. This includes knowing when and how to intervene and provide support.
3. Discover best practices for creating and enforcing comprehensive drug and alcohol policies. Learn how to establish a supportive environment that encourages employees to seek help and promotes a culture of safety and wellness.

Enrol in our Drug and Alcohol Awareness course today to contribute to a safer, healthier, and more productive workplace. Empower your team with the knowledge they need to handle substance-related issues effectively.

Delivery Mode:	Blended Solution (Online/Workshop)
Course Time:	1.5 hours Workshop
Assessment:	Yes, online quiz
Issuance:	'Certificate of Completion'
Packages:	Bronze, Silver, Gold or Platinum
Customisation:	Available upon request. Fees apply
Accredited:	No



PRICING

\$85.00
(+GST)



+61 7 5537 7881
admin@blueappleseducation.com.au
www.blueappleseducation.com.au



Version 1.1 dated 1 July 2025



BRONZE Package



PACKAGE OVERVIEW

"As a small business, investing in employee development is crucial for your growth and success."

Our Bronze Training Package, designed specifically for small businesses, offers comprehensive online training solutions that are both effective and affordable.

Benefits for Your Business and Employees:

1. **Cost-Effective Learning:** Online training eliminates the need for travel and expensive on-site training sessions.
2. **Flexible and Convenient:** Employees can complete courses at their own pace, fitting training around their existing schedules.
3. **Enhanced Employee Skills:** Our targeted training programs cover essential skills and knowledge areas that are crucial for small business success.
4. **Boosted Employee Morale:** Investing in employee development shows your commitment to their growth and career advancement.

Empower your employees with the skills they need to drive your business forward. Enrol now and start reaping the benefits of online training!

- ✓ Access to unlimited Induction courses
- ✓ Access to unlimited Professional Development courses
- ✓ Access to (CPD) points upon request
- ✓ All training courses are supported by knowledge quizzes
- ✓ 'Certificate of Completion' are available
- ✓ Training Reports are available upon request
- ✓ Customisation is available upon request. Fees do apply



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www.blueappleseducation.com.au



Bronze Package Benefits



Unlimited Courses

As part of your Bronze package, up to 20 employees will have access to unlimited online training courses for a period of 12 months.



Learning Retention

Our training courses are designed to ensure knowledge is retained with the inclusion of quizzes, reinforcing the learning and improving the long-



CPD Points

Depending on your industry, you and your employees may need to accumulate 'Continuous Professional Development' (CPD) points or hours.



Reporting

To assist with the tracking of your employee's training progress, Blue Apples will provide training reports as required by your organisation.

PRICING

Monthly: \$95 (+GST)
Annually: \$1,025 (+GST)



Version 1.1 dated 1 July 2025



SILVER Package

PACKAGE OVERVIEW

"For small to medium-sized businesses, continuous employee development is essential for maintaining a competitive edge."

Our Silver Training Package offers an extensive range of online courses designed to meet the specific needs of growing businesses.

Benefits for Your Business and Employees:

1. **Advanced Learning Opportunities:** Our Silver Training Package includes a diverse selection of advanced courses tailored to various industries.
2. **Convenience and Flexibility:** Online training allows employees to learn at their own pace, anytime and anywhere. This flexibility minimises disruption to daily operations.
3. **Enhanced Productivity and Efficiency:** Well-trained employees are more efficient and productive.
4. **Employee Engagement and Retention:** Providing opportunities for professional growth demonstrates your commitment to your employees' development.

Take the next step in advancing your business by investing in our Silver Training Package today and watch your team and business thrive. Enrol now and unlock the full potential of your workforce!

- ✓ Access to unlimited Induction courses
- ✓ Access to unlimited Professional Development courses
- ✓ Access to (CPD) points upon request
- ✓ All training courses are supported by knowledge quizzes
- ✓ 'Certificate of Completion' are available
- ✓ Training Reports are available
- ✓ Contextualisation including your policies and procedures



Silver Package Benefits



Unlimited Courses

As part of your Silver package, up to 100 employees will have access to unlimited online training courses for a period of 12 months.



Learning Retention

Our training courses are designed to ensure knowledge is retained with the inclusion of quizzes, reinforcing the learning and improving the long-term retention of information.



CPD Points

Depending on your industry, you and your employees may need to accumulate 'Continuous Professional Development' (CPD) points or hours.



Reporting

To assist with the tracking of your employee's training progress, Blue Apples will provide training reports as required by your organisation.

PRICING

Monthly: \$275 (+GST)
Annually: \$2,970 (+GST)


< 100
Employees



+61 7 5537 7881
admin@blueappleseducation.com.au
www.blueappleseducation.com.au



Version 1.1 dated 1 July 2025



GOLD Package



PACKAGE OVERVIEW

"For larger businesses, ensuring your workforce remains highly skilled and adaptable is critical for sustained growth and innovation."

Our Gold Training Package offers an elite suite of online courses specifically designed for the unique demands of larger organisations. With our comprehensive training solutions, you can enhance the capabilities of your team, drive performance, and maintain your competitive advantage.

Benefits for Your Business and Employees:

1. **Comprehensive Training Solutions:** The Gold Training Package provides access to an extensive range of courses covering advanced topics and specific skills.
2. **Scalable and Flexible Learning:** Online training offers unparalleled flexibility, allowing employees to learn at their own pace and on their own schedule.
3. **Boosted Innovation and Productivity:** By equipping your team with cutting-edge knowledge and skills, you can foster a culture of innovation and overall productivity.
4. **Enhanced Employee Engagement and Retention:** Investing in your employees' development shows a strong commitment to their career growth.

Elevate your organisation with our Gold Training Package, and invest in your team's future today and experience the transformative power of advanced online training.

- ✓ Access to unlimited Induction courses
- ✓ Access to unlimited Professional Development courses
- ✓ Access to (CPD) points upon request
- ✓ All training courses are supported by knowledge quizzes
- ✓ 'Certificate of Completion' are available
- ✓ Training Reports are available
- ✓ Contextualisation including your policies and procedures



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admin@blueappleseducation.com.au
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Gold Package Benefits



Unlimited Courses

As part of your Gold package, up to 250 employees will have access to unlimited online training courses for a period of 12 months.



Learning Retention

Our training courses are designed to ensure knowledge is retained with the inclusion of quizzes, reinforcing the learning and improving the long-term retention of information.



CPD Points

Depending on your industry, you and your employees may need to accumulate 'Continuous Professional Development' (CPD) points or hours.



Reporting

To assist with the tracking of your employee's training progress, Blue Apples will provide training reports as required by your organisation.


< 250
Employees

PRICING

Monthly: \$575 (+GST)
Annually: \$6,210 (+GST)



Version 1.1 dated 1 July 2025





PLATINUM Package



PACKAGE OVERVIEW

"For enterprise businesses, maintaining a skilled, innovative, and cohesive workforce is essential for achieving strategic goals and staying ahead in a competitive market."

Our Platinum Training Package offers a suite of online courses designed to meet the complex needs of large organisations. With our top-tier training solutions, you can elevate your team's capabilities, drive excellence, and ensure sustained success.

Benefits for Your Enterprise and Employees:

1. **Elite Training Solutions:** The Platinum Training Package provides exclusive access to a vast array of courses covering the most advanced and specific skills.
2. **Drive Innovation and Performance:** Equip your team with cutting-edge knowledge and skills to foster a culture of continuous improvement and innovation.
3. **Ultimate Flexibility and Scalability:** Online training offers unmatched convenience, allowing employees to learn at their own pace and schedule.
4. **Maximise Engagement and Retention:** Demonstrating a commitment to your employees' development leads to higher job satisfaction, loyalty, and reduced churn rates.

Take your enterprise to the next level with our Platinum Training Package, and invest in the future of your workforce today.

- ✓ Access to unlimited Induction courses
- ✓ Access to unlimited Professional Development courses
- ✓ Access to (CPD) points upon request
- ✓ All training courses are supported by knowledge quizzes
- ✓ 'Certificate of Completion' are available
- ✓ Access to LMS, with custom Training Reports availability
- ✓ Contextualisation including your policies and procedures



+61 7 5537 7881

admin@blueappleseducation.com.au

www.blueappleseducation.com.au


>250
Employees



Platinum Package Benefits



Unlimited Courses

As part of your Gold package, up to 600 employees will have access to unlimited online training courses for a period of 12 months.



Learning Retention

Our training courses are designed to ensure knowledge is retained with the inclusion of quizzes, reinforcing the learning and improving the long-term retention of information.



CPD Points

Depending on your industry, you and your employees may need to accumulate 'Continuous Professional Development' (CPD) points or hours.



Reporting

To assist with the tracking of your employee's training progress, Blue Apples will provide training reports as required by your organisation.

PRICING

Monthly: \$1,125 (+GST)
Annually: \$12,150 (+GST)



Version 1.1 dated 1 July 2025