



# AgSkilled: Short Courses and Computer Training

Our clients tell us that technical skills are important but they want practical training in non-technical skills and computer skills. These skills are important for leaders, the workforce and farmers, who are now spending more time on screens, managing and negotiating contracts, measuring yields, and managing finances. Often were self-taught on computers. A 4-hour session or full day course in one of our Microsoft courses can make you so much more efficient.

## FORSYTHES TRAINING – YOUR AGSKILLED REGISTERED TRAINING PARTNER

This means we can work with you to provide customised training, accessing Smart and Skilled funding, to support your training requirements.

## PRACTICAL SHORT COURSES

Delivered by expert trainers, with real industry experience, on key competencies.

- **Team management and team building** – Get the most from your team.
- **Time management** – Learn to delegate and focus on the most important tasks.
- **Resilience and mental well-being** – Learn to handle stress, change and new environments AND bounce back from adversity.
- **Emotional intelligence** - Recognise and discern your and other's emotions to guide thinking and behaviour to achieve your goal(s).
- **Conflict resolution** – Recognise, prevent and resolve costly conflict.
- **Negotiation skills** – Be better able to negotiate that contract with a supplier or customer.
- **Performance management** – Better manage your people for greater productivity and retention.

## COMPUTER TRAINING

Forsythes Training offers a wide range of Desktop Applications courses and computing skills courses. We issue Statements of Attainment for Desktop Applications and we're an Adobe Authorised Training Centre.

These are just some of our courses. We can package them to meet your needs.

- Microsoft courses - Word, Excel, Access, Powerpoint, Publisher, Project and Outlook (email).
- Adobe Acrobat
- Desktop publishing – Indesign, Illustrator, Photoshop and Dreamweaver.
- Corel Draw
- MYOB Accounting
- Keyboard accuracy and speed.

## THE FORSYTHES TRAINING DIFFERENCE

- **Practical.** Our expert trainers have vast industry experience in agriculture but also other industries to bring a fresh perspective and new ideas.
- **Tailored support.** Student support days, recognition of prior learning, individual coaching and mentoring.
- **Flexible delivery.** We deliver anywhere via workshops, e learning, on the job or a combination to suit your needs.

See why thousands of people train with us every year.

Contact us today.

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[www.forsythestraining.com.au](http://www.forsythestraining.com.au)