



# 10 free Business writing skills

How to communicate effectively in the workplace

How to develop business plans and budgets

How to manage priorities

How to manage stress

Implement continuous improvement

Introduction to performance management

Introduction to safety leadership (whs) program

#### **Key accounts**

- how to strengthen client relationships

Project management - essentials (v2).

#### **Corporate members**

The new benefit Member E-Learning (MEL) provides you and ALL your staff with access to free online training modules. Valued at over \$700 per person, the more staff members you have, the more value for your organisation.

#### **Individual members**

Valued at over \$700, the new benefit Member E-Learning (MEL) provides you with access to free online training modules to help you continue your professional development, setting you apart as a true professional who values professional and ethical behaviour.

- Update and refresh skills whenever or wherever you choose
- Convenient for members who are remotely located and/or time poor
- Modules take only 40- 90 minutes to complete on average
- Instant take-aways to apply immediately in the workplace
- Brief description, objectives and outcomes, approximate duration and CPD points achieved displayed at commencement
- Certificate of completion emailed to trainees for their records.

The new free training is accessible from the RCSA website in the same location as the RCSA Code for Professional Conduct training.

provided by







## how to get started

To get started, have your member ID number handy (for new E-Learning users) or your logon details (for existing E-Learning users).

- Go to www.rcsa.com.au > Learning Centre and Events > E-Learning
- Click the Member Specials button under the heading RCSA Members

   commence free Member E-Learning
- Select your preferred course by clicking the hyperlink
- Add to cart
- Tick the box and proceed to checkout
- Login at this window new users create their details as part of this step
- Follow instructions on screen to commence your learning.

NB Internet Explorer users, go to Tools, select Compatibility View Settings, Add (add this website).

### A new benefit through your RCSA membership

Within Australia

Within New Zealand



