



**BIGGER
BRAINS**



Short and Sweet Brain Bites

Brain Bites courses package must-have topics in short, information-rich courses.

Written by experts & presented in a two-person video-based style. The perfect way to educate today's busy workforce in under 45 minutes!

Trust your training to courses that won Watch List Company's "Online Learning Library" awards!



Brain Bites: Organizing Your Files

Having an organized, searchable file and folder structure makes everyone more efficient—this course will show you how to do it.



Brain Bites: Time Management

Learn how to reduce distractions and focus on priorities to get more done.



Brain Bites: Using Windows 10

Learn how to get around in Windows 10, customize, and take advantage of the major features and tools Windows 10 provides.



Brain Bites: Staying Safe Online

Learn how to recognize ways hackers try to use you and your colleagues to steal money, data, and more.



Brain Bites: Email Management

This course will give you the skills you need to tame your email mountain and use it as the effective tool it is meant to be.



Brain Bites: Let Them Know You're Listening

On completion, you will be able to describe how to become a better, more active listener through focusing your attention.



To find out more:
Visit us online at www.ctindooroopilly.com.au
or call us at 07 21110717



Brain Bites:
Microsoft Teams Meetings

In this course, we'll take a look at the major features of Teams meetings.



Brain Bites:
Writing Effective Emails

Send emails that are read, understood, and acted on.



Brain Bites:
Prioritizing Tasks

In this course, you will follow along with Savvy as they learn how to prioritize tasks and conduct a time audit.



Brain Bites:
Navigating Stress and Anxiety

Shift your mindset toward excitement and adventure over stress and ordeal.



Brain Bites:
Windows 11 Essentials

Guides you through new features so you can adapt to the changes and create new ways of working more productively in Windows.



Brain Bites:
Excel Dynamic Array Functions

In this course you will learn the characteristics of new functions in Excel, and learn how to use each of the seven new functions.



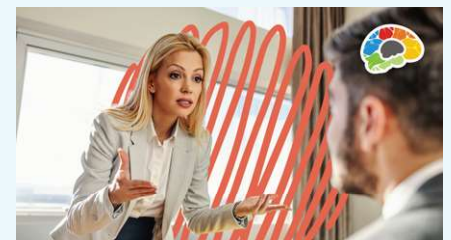
Brain Bites:
Leading Effective Meetings

In this course, you will learn to prepare for and run an effective meeting, and recognize that there are times when a meeting is not needed at all!



Brain Bites: **Empathy**
The Key to Active Listening

By the end of this course, you will be able to explain and practice empathy by noticing body language, voice, and tone.



Brain Bites:
Uncovering Subconscious Bias

This course will guide you through the basics of how our brains process information, and how that impacts our conscious and subconscious thoughts.

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