



SHORT COURSE CATALOGUE

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**A comprehensive catalogue of
practical training programs
designed to develop leaders,
strengthen teams and improve
workplace performance**

Introduction

Future Institute of Australia delivers practical, high-quality training designed to build capability, strengthen teams and support workplace performance.

Our short courses focus on real workplace challenges, equipping participants with skills and strategies they can apply immediately in their roles. Programs can be tailored to reflect your organisation's goals, industry context and workforce needs.

We support organisations across government, corporate and community services, mining, health, engineering, construction and retail.

About our Short Courses

Whether you are developing emerging leaders, strengthening communication and teamwork, improving workplace culture, or building critical business skills, our courses provide flexible professional development options that deliver measurable results.

Programs can be delivered as half-day workshops, full-day sessions or multi-session development programs, depending on your organisation's needs.

Why choose a short course?



Targeted, Practical Content

Focus on the specific capability gaps that matter most to your team.



Flexible Delivery

Short, focused programs that fit around operational schedules.



Immediate Workplace Application

Participants leave with practical tools they can apply straight away.

Practical training designed for real workplaces

Our short courses are designed to build practical skills that can be applied immediately in the workplace.

Delivery Approach

Programs are primarily delivered through interactive face-to-face workshops at your workplace, creating opportunities for discussion, collaboration and shared learning.

Sessions incorporate group activities, scenario-based discussions, problem-solving exercises and brainstorming to engage participants and drive learning.



Courses can also be delivered virtually or through blended learning options that combine workshops with eLearning.

Tailored to your Organisation

We customise our courses to reflect your organisation's context and specific business requirements.



Content is tailored to reflect your policies, procedures and real-world scenarios relevant to your industry.



We conduct a pre-training meeting to ensure learning activities and case studies are directly relevant to your industry, organisation, team and goals.



Workshops are limited to 18 participants to support meaningful discussion and personalised learning.



Participants receive a workbook and develop their own action plan

Some courses also include diagnostic tools such as online self-assessment surveys to support reflection and application of learning.

Course Categories

Explore our short courses by capability area.

Our short courses are grouped into key capability areas to help you easily identify training that aligns with your organisation's development priorities.



Leadership & Management

Develop the skills needed to lead teams, manage performance and drive organisational outcomes.



Communication & Influence

Strengthen communication, influence and interpersonal skills to support effective collaboration and leadership.



Culture & Inclusion

Build positive, inclusive workplace cultures that support engagement, respect and collaboration.



WHS & Wellbeing

Support safe and healthy workplaces through programs that address wellbeing, resilience and psychosocial safety.



Productivity & Decision Making

Improve individual and team effectiveness through better prioritisation, decision making and workplace productivity.



Business & Professional Services

Develop practical workplace capabilities including project management, facilitation, writing and business skills.

Leadership & Management



Build confident leaders who can guide teams, drive performance and lead change.

OUR COURSES

Leadership Fundamentals Program



Consisting of four modules (4-day Program over a 4 month period) covering the foundational skills of leadership, including self-reflection, fostering a positive workplace culture, understanding different leadership styles and performance management.

Pick your Topics

Leadership Essentials Program



Consisting of up to seven modules (1-7 day Program). Organisations can select topics including emotional intelligence for leaders, effective communication, team effectiveness, change management, mentoring, project management and work allocation and time management skills.

Emerging Leaders – Critical Skills



Understand the difference between leadership and management and learn how to lead a team with clarity, direction and purpose. Participants will also develop the confidence to lead difficult conversations with emotional awareness.

Leading Change



Gain tools to effectively manage developmental, transitional and transformational change while mitigating resistance, minimising disruption and achieving desired outcomes.

Leadership & Management



Build confident leaders who can guide teams, drive performance and lead change.

OUR COURSES

Ethical Leadership



Explore the principles of ethical leadership and understand the importance of integrity, transparency and fairness. Participants learn how to apply these principles in everyday actions and decisions.

Foster Team Innovation



Learn how to foster an environment where team members feel empowered to experiment and take calculated risks while guiding sustained innovation and growth.

Building High Performing Teams



Explore the characteristics of high-performing teams and the role of leadership in driving team success. Participants will learn how to motivate individuals, embrace differences, and create an environment that supports strong team performance.

Effective Delegation



With a focus on practical principles and tools such as the CPQQRT Model, leaders gain actionable insights to improve delegation, enhance leadership effectiveness and drive better outcomes for their teams.

Leadership & Management



Build confident leaders who can guide teams, drive performance and lead change.

OUR COURSES

Performance Management

Learn how to set clear expectations, provide regular feedback, and support team members to achieve their goals. This course focuses on practical strategies to effectively manage and improve individual and team performance.

Coaching for Performance

Develop essential coaching skills, including active listening, constructive feedback, and setting achievable goals. Participants learn how to support team members to take ownership of their development and improve performance.

Implementing an Innovative Idea

Develop skills in setting clear objectives, building a simple business case, gaining stakeholder buy-in, and applying basic project management concepts to plan initiatives, manage risk and support change.

Mentoring in the Workplace

Understand the roles and responsibilities of mentors and mentees and how to build effective mentoring relationships. Participants will learn practical tools and frameworks, including the IGROW Model, to support goal-setting and development.

Communication & Influence



Strengthen communication, influence and relationships across your organisation.

OUR COURSES

Leading Difficult Conversations



Learn strategies to prepare for and manage challenging conversations using models such as CEDAR, mitigate biases and handle strong emotions while maintaining a positive and respectful work environment.

Building Effective Workplace Relationships



Develop critical interpersonal skills that help leaders resolve workplace conflict constructively, encourage open communication and foster a culture of trust, respect and understanding.

Effective Leadership Communication



Understand how to adapt communication styles to suit different audiences and contexts, while recognising the importance of non-verbal communication and its impact on leadership effectiveness.

Advanced Negotiation and Influencing



Learn how to plan and prepare negotiations, set clear objectives, identify stakeholder interests and develop effective negotiation strategies and alternative approaches.

Communication & Influence



Strengthen communication, influence and relationships across your organisation.

OUR COURSES

Emotional Intelligence



Build practical skills to lead well under pressure. Participants learn to manage emotional responses, increase adaptability, and strengthen empathy, influence and conflict skills to improve trust, engagement and performance.

Improve Team Communication and Cohesion with DISC



Understand the science behind behavioural differences using DISC ADVANCED®. Participants learn strategies to help their teams connect, communicate and collaborate more effectively, building stronger team culture and improving performance.

Master Team Collaboration



Learn practical strategies to build and foster a collaborative team culture, leading to improved performance and productivity.

Culture & Inclusion



Create respectful, inclusive workplaces where people feel valued and engaged.

OUR COURSES

Cross-Cultural Competence



Increase awareness of cultural bias and assumptions within individuals and teams. Participants learn to recognise the strengths of cultural diversity and develop strategies to reduce bias in decision-making and behaviour.

Diversity, Inclusion and Unconscious Bias



Explore different types of unconscious bias, including gender, racial and age bias. Participants gain insight into how biases can influence everyday workplace decisions and develop strategies to reduce their impact.

Creating a Positive Culture



Develop strategies to positively influence organisational culture. Participants learn how to support environments that align with organisational values while enhancing engagement, productivity and overall workplace performance.

WHS & Wellbeing



Support safe, healthy workplaces that prioritise wellbeing and psychosocial safety.

OUR COURSES

Resilience – Build Mentally Strong Teams



Learn how prioritising mental health and wellbeing can strengthen organisational performance. Participants gain practical strategies to help build resilient teams capable of managing stress, pressure and workplace challenges.

Managing Personal Health and Wellbeing



Recognise the importance of identifying early signs of ill health and understand the factors that influence personal health and wellbeing. Participants will learn strategies to manage own wellbeing.

Developing Personal Resilience



Develop practical strategies and tools to strengthen personal resilience, helping leaders and employees navigate uncertainty, change and workplace pressures.

Managing Bullying in the Workplace



Learn how to identify, address and prevent bullying behaviours in the workplace. Participants gain practical tools to support a safer and more respectful work environment.

WHS & Wellbeing



Support safe, healthy workplaces that prioritise wellbeing and psychosocial safety.

OUR COURSES

Understand and Manage Psychosocial Hazards



Identify psychosocial hazards such as stress, fatigue, burnout, bullying, harassment, violence, aggression and discrimination. Participants learn strategies to manage and reduce these risks within the workplace.

Facilitated Psychosocial Hazard Risk Management Workshop



A full-day facilitated workshop designed to help leaders develop a draft psychosocial risk management plan through collaborative discussion and practical activities.

WHS for Managers, Supervisors and Team Leaders



Understand legal responsibilities relating to workplace health and safety. Participants develop practical skills in hazard identification and risk control to help create safer workplaces and reduce incidents and injuries.

Productivity & Decision Making



Improve focus, prioritisation and decision-making to drive workplace effectiveness.

OUR COURSES

Develop Your Critical Thinking Skills



Learn critical thinking models and techniques, including De Bono's Six Thinking Hats, Divergent and Convergent Thinking, and idea generation processes that support effective analysis and decision-making.

Decision Making



Understand the different types of decisions organisations face, including routine, non-routine and crisis decisions, and learn how to apply structured approaches to effective decision-making.

Leading Productive Meetings



Learn how well-structured meetings can support collaboration, idea generation and effective decision-making by creating space for information sharing and diverse perspectives.

Time Management Based on Work Priorities



Understand why effective time management matters and how to prioritise work effectively. Participants explore practical techniques to improve focus, productivity and work planning.

Productivity & Decision Making



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OUR COURSES

Streamline Meetings and Emails – Senior Management Workshop



This program is a change management strategy designed for senior leaders. It focuses on improving organisational communication practices, helping organisations streamline meetings and email processes to improve efficiency and reduce wasted time.

Business & Professional Skills



Strengthen essential workplace skills that support organisational success.

OUR COURSES

Introduction to Project Management



Learn the core principles of project management, including defining the project scope and developing a project plan including, managing resources, mitigating risks and engaging stakeholders throughout the project lifecycle.

Risk Management



Develop an understanding of risk management principles and techniques, including identifying risks, assessing likelihood and impact, and developing strategies to minimise or eliminate risks.

B2B Sales Program



Delivered over five modules covering sales planning, building sales confidence, rapport building and communication, identifying customer needs, developing effective sales presentations and closing the sale.

Train the Trainer – Facilitation Skills



Through interactive exercises and practical examples, participants develop the skills and confidence required to facilitate engaging discussions and deliver effective training sessions.

Business & Professional Skills



Strengthen essential workplace skills that support organisational success.

OUR COURSES

Advanced Facilitation Skills



Develop advanced facilitation techniques to manage complex discussions, navigate differing viewpoints and maintain productive learning environments.

Writing for Government



Understand quality assurance techniques and writing practices required to produce clear, professional documents that align with organisational and government standards.

Leadership Development in Government



Develop an understanding of ethical leadership within a government context, including navigating complexity and engaging stakeholders effectively.

Writing Reports and Business Cases



Learn how to apply the three elements of persuasion – logic, emotion and credibility – to produce compelling reports and business cases that influence decision-makers.

Business & Professional Skills



Strengthen essential workplace skills that support organisational success.

OUR COURSES

Complaints Resolution

Understand the importance of an effective complaints handling process. Participants will learn how to manage complaints professionally, focus on resolution, and implement strategies to prevent recurrence.

Conflict Resolution

Explore different types of workplace conflict, including both overt and subtle behaviours. Participants will develop practical conflict resolution techniques to manage and resolve issues constructively while maintaining positive working relationships.

Complaints Management (for LGA's)

Develop the skills required to manage complaints within a local government context. Participants will learn to maintain professionalism under pressure, navigate relevant protocols, and ensure compliance with policies and regulations.

Delivery Options






Face-to-Face Workshops



Virtual or Blended Delivery

Customisation

-  Tailored Content
-  Real Workplace Scenarios
-  Pre-Course Consultation

Why Partner with Future Institute?

Practical, Workplace-Focused Training

Our courses are designed around real workplace scenarios, ensuring participants gain skills and strategies they can apply immediately in their roles.

Customised to Your Organisation

Training can be tailored to reflect your organisation's goals, policies and industry context, ensuring the learning is directly relevant to your team.

Experienced Facilitators

Our facilitators bring extensive industry and training experience, across a variety of sectors.

Engaging and Interactive Delivery

Our workshops use interactive learning methods including group activities, discussions and scenario-based exercises to maximise engagement and learning outcomes.

Testimonial

“From a customisation and support perspective, Future Institute was a standout. They provided recommendations and customisation to a level I haven't seen anywhere else.”

“The program reflects not only our leadership capability framework and Humanforce values, but also includes behavioural assessments, diagnostic tools and coaching resources so we can be confident we're embedding learning and tracking real growth.”

Lauren Scholtz
Learning and Development Manager
Humanforce

Ready to develop your team?

Contact us to discuss a customised training solution for your team.

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