



Under this section you can create any courses, inductions or skills & competencies your staff will complete. Once created these can be used in the [training](#), [induction](#) and [skills & competencies](#) registers.

Navigate to Administration/Training Management/ Course and click **+ADD NEW**.

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+ADD NEW

EXCEL	PDF	FILTER	GROUP	Search...	
Title	Training Register	Type	External Link	Form Required	
Advance Business Management	Training	General	https://www.udemy.com/course/11-steps-to-jumpstart-your-first-business		
AED Training	Training	First Aid			
Breathing Apparatus	Training	Fire			
Bupa Induction	Induction			AA-IND01 - SITE INDUCTION with SWMS list	
Chemical Handling	Skills & Competencies				

1. Type in a Title
2. Type in a Description
3. Select the Training Register.
4. When you select Training, a Type will need to be selected.
5. Enter an External Link if required.
6. Select a template form if required.
7. Click **SAVE**.
8. When you select Induction or Skills & Competencies no Type is required.

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SAVE

DELETE

BACK

Title

1 Advance Business Management

Description

2 Advanced degree in Business Management

Training Register

3 Training

Type

4 General

External Link

5 <https://www.udemy.com/course/11-steps-to-jumpstart-your-first-business>

Form Required

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