

Tertiary Education Curriculum Workbooks

- Basic Power Protection
- Basic Protection Scheme
- Blowers and Compressors
- Busbar Protection
- Cooling Systems
- Electrical Diagrams
- Fuses, Circuit Breakers, and Switchgear
- Instrument Transformers
- Line Protection
- Lubrication Systems
- Plant Maintenance
- Power System Overview
- Protection Grading and Coordination
- Protection Relays
- Relay Protection
- Root Cause Analysis
- SCADA
- Transformer Protection
- Vibration and Alignment
- Work Plans

On-Line Business Modules

- Advanced Skills for the Practical Trainer
- Balanced Scorecard Basics
- Basic Business Management
- Branding
- Budgets & Managing Money
- Building Better Teams
- Business Ethics
- Business Leadership
- Business Succession Planning
- Business Writing
- Call Centre Training
- Conquering Your Fear of Public Speaking
- Giving Effective Feedback
- Goal Setting
- Hiring for Success
- Human Resources Training
- Intermediate Project Management
- Leadership Skills
- Lean Process Improvement
- Managing Difficult Conversations
- Marketing and Sales
- Neuro Linguistic Programming
- Overcoming Objections to Nail the Sale
- Performance Management
- Personal Brand
- Problem Solving and Decision Making
- Project Management Fundamentals
- Project Management Training – Understanding Project Management
- Prospecting for Leads like a Pro
- Public Speaking - Presentation Survival School
- Public Speaking - Speaking Under Pressure
- Research Skills
- Risk Management
- Safety in the Workplace
- Sales Training - Building Relationships for Success in Sales
- Selling Smarter
- Talent Management
- Telemarketing Using the Telephone as a Sales Tool
- The ABCs of Supervising Others
- The Minute Takers Workshop
- The Practical Trainer
- The Professional Supervisor
- Time Management
- Tough Topics
- Using Activities to Make Training Fun
- Working Smarter
- Workplace Ergonomics
- Workplace Harassment
- Writing Reports and Proposals

Industry Training Organisation Assessments (NZQA)

- US 1224 Use prescription maps for forestry operations
- US 1243 Prune plantation trees from the ground
- US 21102 Demonstrate knowledge of vehicle paint technology
- US 21670 Demonstrate knowledge of general engineering tasks in the motor industry
- US 21704 Demonstrate knowledge of removing and replacing damaged bolted-on motor body panels
- US 23983 Demonstrate knowledge of motor vehicle bumpers
- US 24010 Demonstrate knowledge of workshop and paint curing equipment in the automotive refinishing industry
- US 24105 Demonstrate knowledge of wiring and wiring diagrams used in automotive circuits
- US 28962 Demonstrate knowledge of design principles for commercial RAC systems
- US 3877 Demonstrate knowledge of protecting vehicle electronics in the motor industry
- US28961 Demonstrate knowledge of electrical and electronic components used in commercial RAC systems

Government Policy Documents

- Code of Practice for Fencing of Swimming Pools Act 1987 (FOSPA) – Auckland Council
- Code of Practice for Building Warrants of Fitness (BWOFF) – Auckland Council

Business Instruction Manuals

- Configuring your E-mail Accounts
- Control Panel Basics
- Domain Name Registration and Web Hosting
- Excel for Accounts
- Formatting Photos for your Website
- K.I.S.S. Design
- PayPal Basics for Business PowerPoint and Word for Business
- Updating your Website
- Website Do's and Don'ts

Trade Instruction Manuals

- Urban Rain Barrel Installation
- Urban Rain Basic Installation
- Urban Rain Ecomax Installation
- Urban Rain Green Fingers Installation

Hospitality, Travel, and Tourism Manuals

- À la Carte and Silver Service Skills
- Air New Zealand Holiday Shop Manual
- Business and Hospitality Law
- Conflict Resolution Front Desk Operations
- Exceeding Expectations
- Housekeeping and Room Service Skills
- Human Resources and Emergency
- Intercultural Management and Diversity in the Workplace
- Leadership Skills
- Leadership, Time Management, and Communication Skills
- Marketing and Revenue Management
- Poker machine cancel credit, refills, and minor repair