



There's a wide array of short business courses out there and we have over 50 on offer to choose from. So, we've been through our portfolio to select some that we think will be useful for Senior High School students to work through so they can demonstrate workplace skills to employers.

Explore this subset and the full range at [Satinbird Education](https://www.satinbird.com.au). Successful completion of each course earns a secure digital badge that can be used to enhance a CV or resume as evidence of learning.

Category	Group	Course name	About
Documents	Documentation and Administration	<a href="#">Plan and draft simple documents</a>	Preparing good business documentation is an essential career-enhancing skill to learn from the outset. This course walks you through the elements of good practice that you can also use in organising and presenting your schoolwork.
Entrepreneurship	Innovation, Risk and Project Management	<a href="#">Opportunities to start your own business</a>	For the entrepreneur in you, this course provides a framework for thinking about different aspects of starting a new business, including personal capability and capacity. Turn your side hustle into a small business.
Entrepreneurship	Innovation, Risk and Project Management	<a href="#">Proposing a new business idea</a>	Sooner or later you may need to pitch your ideas to get one off the ground, so use this course to get ahead of the pack. It provides a comprehensive walk through the elements of business planning including risk management.
Human Resources	HR and OHS	<a href="#">Hiring the right staff</a>	In your interview, it helps to ask good questions as well as provide straight answers. This course puts you into the company's shoes to understand how the recruitment process works and what an employer is looking for. Powerful insights for a first timer.
Management	Documentation and Administration	<a href="#">Meetings Primer</a>	Meetings can range from energising to bewildering, to downright boring. But it needn't be that way if you understand and develop good practice right from the start with this essential guide.

Category	Group	Course name	About
Marketing	Sales and Marketing	<a href="#">Marketing - Report on data and results</a>	Cashflow is the life blood of business; it comes from customers generated from marketing. A great start to understanding the customer by interpreting different types of market information.
Marketing	Sales and Marketing	<a href="#">Social Media primer</a>	Get out the mobile and learn how social media applies to business and the marketing function.
OH&S	HR and OHS	<a href="#">Participate in Health and Safety discussions</a>	Workplace Health and Safety (WHS) is critical to the viability of business so learning what the WHS meetings are for and how to participate actively in them is an essential leadership skill.
Project Management	Innovation, Risk and Project Management	<a href="#">Administer and finalise projects</a>	Sooner or later, you will be part of a project team. So, understanding the big picture, the function, components, and lifecycle of projects, is an essential workplace skill for your career.
Project Management	Innovation, Risk and Project Management	<a href="#">Developing a project plan</a>	Defining objectives and goals, evaluating risks, and specifying deadlines is key to ensuring that everyone on the team has a common understanding of the project.
Our other business courses	Various	<a href="#">Business courses 11-50+...</a>	Take your pick and we're here to help you. Just drop us a line at <a href="mailto:contactus@satinbird.au">contactus@satinbird.au</a> .
Specialty course	Horticulture	<a href="#">Assurance Essentials</a>	Although not one of our regular business courses, if you're looking to work on farm or in the fresh food industry, Assurance Essentials provides industry training in the principles of food safety and quality. This badge is endorsed by Freshcare Limited, the Australian Horticulture industry's quality standards organisation.

Satinbird Education is a corporate member of the [International Approval and Registration Centre](#), IARC, whose primary purpose is to provide a simple recognition system for distinguishing quality, post-secondary education.

