ENHANCE YOUR CAREER THROUGH ITI CORPORATE SHORT TRAINING COURSES

SHORT COURSES > BIG RESULTS

ITI is Accredited by Department of Higher Education, Research, Science & Technology as a Higher Education Provider

On our 18th year and Advancely providing Quality & Affordable Education for your future...
Brief Background

Since its establishment in 1999, International Training Institute (ITI) has rapidly grown to become one of the leading biggest private education and training institute in PNG. ITI offers a range of short courses in computing and business administration through its corporate training programs including specialized IT and frontline management courses.

ITI Corporate Training specialize in designing, compiling and delivering the short corporate courses/training for individual and corporate clients both within the public and private sector.

The short courses are specifically designed to effectively address and solve problems encountered on a daily basis in this modern and ever challenging business environment. Furthermore, the courses are designed for career enhancement to achieve productivity and desired workplace results.

All short courses provide by ITI are National Training Council approved (NTC 009)

ITI Vision

To be the centre of Excellence in Education, Training and Research in responding to the dynamic environment towards productivity.

ITI Mission

Pursuing Excellence in teaching, training and researching through the dissemination of knowledge for enhancing the human resource towards good governance for serving the people in their social economic and cultural needs.

“Enhancing your career through ITI Corporate Short Training Courses and archive BIG RESULTS”
**TRAINING SCHEDULES**

The short course trainings can span from one day to several weeks depending on the kind of courses undertaken. Courses can also be customized to meet corporate clients training needs. ITI is flexible in conducting corporate training which can be either during the day (8am - 5pm), evenings (5pm - 9pm) or over the weekends. ITI is flexible to accommodate the timings of the short courses preferred for the convenience of our clients.

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**TRAINING SITES & FACILITIES**

**TI has 10 Campuses**

Our Institution has been constantly building its facilities to accommodate the growing student population attending ITI.

We currently have ten campuses & one distance centre at 11 different locations throughout PNG with more than 500 computers available for students training purposes.

**Operational ITI Campuses:**

- Port Moresby
- Kavieng
- Lae
- Hagen
- Kimbe
- Manus
- Kokopau
- Kiunga
- Alotau
- Goroka
- Warangoi Distance Centre

**POM CAMPUS** has 5 fully air conditioned computer labs housing a total of 160 networked computers. In addition, ITI POM has a Corporate Training room for short courses. Other training rooms are also available for corporate short training in business and administrative courses.

**The LAE CAMPUS** has eight lecture rooms that can accommodate between 40 and 70 students. It is fully equipped rooms specifically designed for short training courses. Furthermore, Lae campus has four computer labs with a total of 120 computers.

**KIMBE CAMPUS** has three lecture rooms accommodating 30 students each and two computer labs with 60 computers.

As for the **KOKOPAU CAMPUS**, it has a computer laboratory with 30 computers and an overhead projector. Three lecture rooms that accommodates 30 students each. The campus also have a study room.

The **ALOTAU CAMPUS** has one computer laboratory with 30 computers. It has 2 lecture rooms which caters 30 students each. The campus also have a conference room allocated for corporate short training courses that can sit 20 participants.

**GOROKA CAMPUS** in Eastern Highlands has one computer lab consisting of 30 computers, two lecture rooms with a sitting capacity of 30 seats each and a Library.

The **KAVIENG CAMPUS** has two computer labs housing a total of 60 Computers. It also have 4 lecture rooms each consisting of 30 seats.

**HAGEN CAMPUS** has 1 Computer Lab with 30 computers, 2 lecture rooms that can house a total of 30 students.

**ITI MANUS CAMPUS** has one computer laboratory containing 30 computers. It also has one lecture room that caters 30 seats.

**KIUNGA CAMPUS** has one computer lab boosted with 30 computers. The campus also have one lecture room that can sit 30 participants.

International Training Institute also conducts on-site training upon corporate clients request provided clients training facilities to meet necessary training requirements of requested training.

**TRAINING SESSIONS**

Most of the training sessions are conducted using Power Point presentations on overhead projections (multimedia) accompanied by course manuals that are distributed to participants before training commences. Participants are assessed throughout by exercise given as tasks to indicate how well they have understood and acquired the knowledge and skills presented through individual and group activities or discussions. At the end of each training, ITI presents certificates to participants.
OTHER SERVICES OFFERED
ITI also provide hiring of conference room and computer labs for organizations looking for a venue to conduct training.

SKILLS & KNOWLEDGE YOU WILL AQUIRE
The short courses are designed to greatly enhanced skills and knowledge of our corporate clients to be effective, efficient, competitive and productive in their duties and responsibilities. For instance; one of the short course offered is Microsoft Power Point (Levels 1 and 2 in 2003 / 2007). The skills and knowledge acquired are sufficient to build and enhance powerful real world presentations for sales, budget etc, clients can learn how to enhance text in presentation, add media features, set up slide show etc, the other computing and business & administration courses are very competitive in their own rights.

PARTNERS IN CORPORATE TRAINING
> Scholarships PNG - Australian Awards > UN Women PNG Country Office > Dept. of Nat. Planning & Monitoring
> Department of Health > Department of Defence > National Capital District Commission
> Kwila Insurance Limited > SP Brewery Limited > Oil Search PNG Ltd
> New Britain Palm Oil Limited > Telikom PNG Limited > PNG Power Limited
> PNG Royal Constabulary > Digicel PNG > Steamships Properties & Shipping
> National Catholic Health Services > National Fisheries Authority > National Maritime Safety Authority
> Mineral Resources Authority > Government House > Asia Pacific Survey
> Pacific MMI Insurance > Hebou Construction Ltd > Monier PNG Limited
> Ombudsman Commission > National Judicial Staff Services > The National (Pacific Star Ltd)
> Pacific Assurance Group > Akzo Nobel > NGCB
> Trukai Industries > Department of Labour > Colourboys
> Bena Construction Ltd > Post Courier (South Pacific Post) > Century Insurance Ltd

Computing Courses
> MS Word Basic 2007 - K700 2010 - K800 2013 - K900 (2days 8hrs/day)
> MS Word Proficient 2007 - K725 2010 - K825 2013 - K925 (2days 8hrs/day)
> MS Word Expert 2007 - K750 2010 - K850 2013 - K950 (2days 8hrs/day)
> MS Excel Basic 2007 - K700 2010 - K800 2013 - K900 (2days 8hrs/day)
> MS Excel Proficient 2007 - K770 2010 - K870 2013 - K970 (2days 8hrs/day)
> MS Excel Expert 2017 - K840 2010 - K940 2013 - K990 (3days 8hrs/day)
> MS Access Basic 2007 - K750 2010 - K850 2013 - K950 (2days 8hrs/day)
> MS Access Proficient 2007 - K800 2010 - K900 2013 - K1000 (2days 8hrs/day)
> MS Access Expert 2007 - K850 2010 - K950 2013 - K1050 (3days 8hrs/day)
> MS PowerPoint Level 1 2007 K800 2010 - K900 2013 - K990 (2days 8hrs/day)
> MS PowerPoint Level 2 2007 K850 2010 - K950 2013 - K990 (2days 8hrs/day)
> MS Outlook Level 1 2007 K500 2010 - K550 2013 - K700 (1day 8hrs/day)
> MS Outlook Level 2 2007 K525 2010 - K575 2013 - K675 (1day 8hrs/day)
> MS Project Level 1 2007 K900 2010 - K1000 2013 - K1100 (2days 8hrs/day)
> MS Project Level 2 2007 K900 2010 - K1000 2013 - K1100 (2days 8hrs/day)
> MS Project Level 3 2007 K900 2010 - K1000 2013 - K1100 (2days 8hrs/day)
> MS Publisher 2007 K900 2010 - K950 2013 - K1000 (2days 8hrs/day)
> MYOB Version 19 FOR 2 DAYS K1,600 FOR 3 DAYS K1,700
> Fundamentals of Computing - K500 (1day 8hrs/day)
> Quick Books Pro - K925 (2 days at 8 hours per day)
> Intro to Web Page Design - K750 (2 days at 8 hours per day)

Business, Management & Administrative Courses
> Telephone Skills 1 Day at 8 hours per day - K650
> Change Management 1 Day at 8 hours per day - K650
> Quality Customer Service 2 Days at 8 hours per day - K800
> Leadership Management 2 Days at 8 hours per day - K800
> Human Resource Management 2 Days at 8 hours per day - K800
> Introduction to Psychology 3 Days at 8 hours per day - K950
> Report Writing 2 Days at 8 hours per day - K800
> Leading & Managing People 3 Days at 8 hours per day - K950
> Instructor Training (Formerly TOT) 4 Days at 8 hours per day - K1,600
> Basic Secretarial & Administrative 3 Days at 8 hours per day - K850
> Fundamentals of Marketing 2 Days at 8 hours per day - K800
> Budgeting & Cost Control 1 Day at 8 hours per day - K550
> Financial Management 3 Days at 8 hours per day - K900
> Accounting for Non-Accountants 1 3 Days at 8 hours per day - K800
> Small Business Accounting 2 Days at 8 hours per day - K800
> Tax Guide 1 Day at 8 hours per day - K650
> Basic Office Procedures 1 Day at 8 hours per day - K650
> Business Writing 2 Days at 8 hours per day - K800
> Strategic Management 2 Days at 8 hours per day - K800
> Stress Management 2 Days at 8 hours per day - K800
> Organizational Behaviour 2 Days at 8 hours per day - K800
> Presentation Skills 1 Day at 8 hours per day - K800
> Strategic H/Resource Management 3 Days at 8 hours per day - K950
> Time Management 2 Days at 8 hours per day - K800
> Small Business Management 2 Days at 8 hours per day - K800
> Fundamentals of Sales 2 Days at 8 hours per day - K750
> Supervision and Management 3 Days at 8 hours per day - K900
> Financial Reporting 4 Days at 8 hours per day - K1,600
> Bookkeeping 2 Days at 8 hours per day - K800
> Accounting for Non-Accountants 2 3 Days at 8 hours per day - K800
> Accounting for Stock 4 Days at 8 hours per day - K940
CERTIFICATE 4 in Training & Assessment (TRA40B) - PNGQF

TRAINERS & ASSESSORS, TEACHERS, HR & TRAINING MANAGERS & COORDINATORS, RTOs & INSTITUTIONS, ORGANIZATIONS, INDUSTRIES & COMPANIES

Essential Program for individuals who wish to enhance their skills and knowledge in Learning Design and Development. It is also a nationally recognized training qualification for trainer registration under the National Training Council trainer registration requirement.

- TRADES40122B Undertake organizational training needs analysis
- TRADES40222B Determine training objectives
- TRADES40322B Research and develop competent standards
- TRADEL40422B Lead and coordinate training systems
- TRAASS40522B Lead and coordinate assessment systems and services
- TRADEL40622B Lead and conduct training and/or assessment evaluations
- TRADEL40722B Develop teams and individuals
- TRAENV40822B Participate in assessment validation
- TRADES30122B Use units of competence to meet client needs
- TRADES30222B Design and develop learning program
- TRAASS30322B Plan and organize assessment
- TRASS30422B Design assessment tools
- TRADES30522B Design and develop learning resources
- TRAENV30622B Ensure a safe and healthy learning environment
- TRAASS2022B Assess competence
- TRADEL20322B Facilitate group learning
HIGHLIGHTS ON CORPORATE TRAINING

SUCCESSFUL EVENTS

National Fisheries Training - MADANG

Colour Boys Training - POM

Trukai Industries Training - POM

National Fisheries Training - E.N.B.

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