Your holistic **staff training** solution

BEE Level 02 contributor

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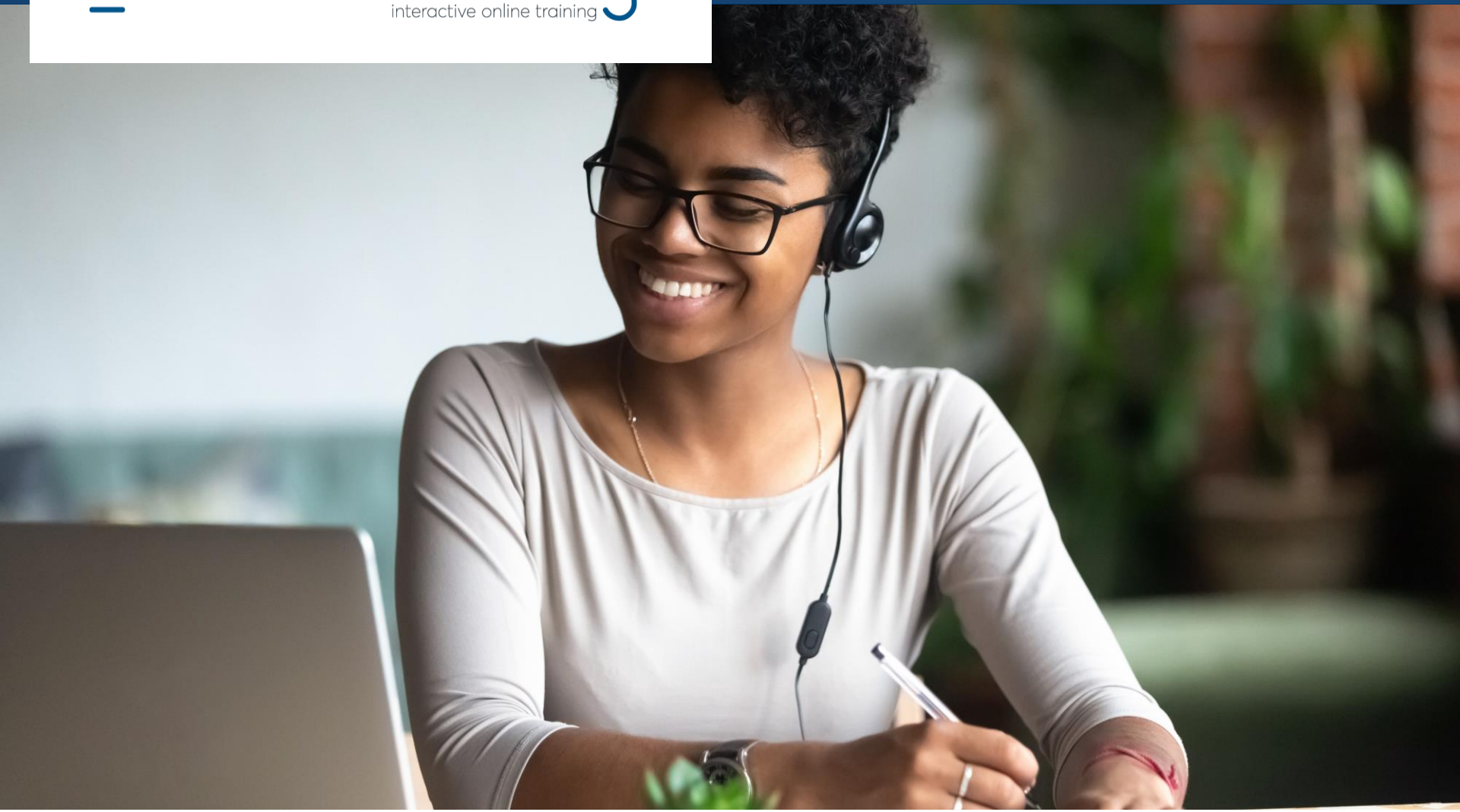

Interactive Online Training

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What is **Online Academy?**

Interactive Online Training and Skills Portal

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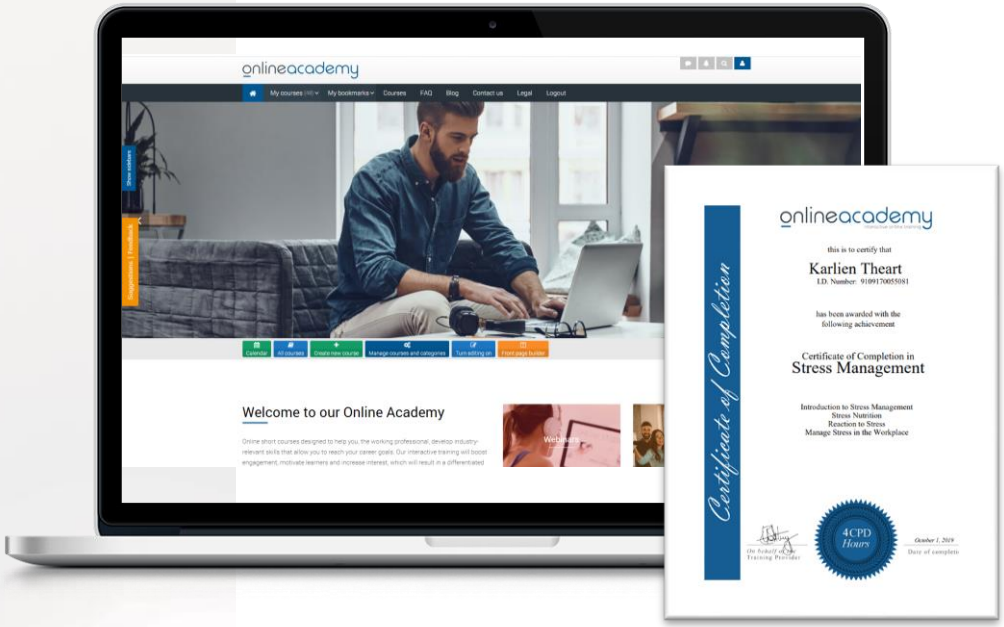

Online Academy is an **online learning and skills portal** brought to you by Succeed Academy (Pty) Ltd. Online Academy offers companies with available and ready-to-attend online short courses and workshop training for continued professional development, written by professionals for professionals and involving thoughtful online interaction, case studies, scenarios, webinars and basic assessments.

The Benefits of **Informal Training**

Train any time, anywhere, any place

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Training is an essential part of a company's growth and success, and employees with access to training and development programs help to greatly improve the success of an organisation. Online Academy benefits your business in the following ways:

- **Address workplace skills needs** and career development.
- **Flexible** learning. Learn from work or at home.
- **90% reduction** in traditional training costs.
- Content **adapted for the South African** consumer market.
- **Interactive**, **engaging** and memorable learning experience.
- Improves employee **retention** and staff morale.
- **Convenient** and staff availability increases.
- **Builds self-confidence** and increases productivity.
- Learners can attend courses **at their own pace.**
- **CPD** (Continuous Professional Development) aligned.

Short Course **Categories**

500+ hours of learning available in the entire short course collection

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FUNDAMENTAL
WORKPLACE SKILLS

MICROSOFT
OFFICE SKILLS

MANAGEMENT
SKILLS

MARKETING
SKILLS

SELLING
SKILLS

CUSTOMER
SERVICE

HUMAN RESOURCES
SKILLS

LIFE
SKILLS

ENTRY LEVEL
SKILLS

PERSONAL
SKILLS

COMPLIANCE
COURSES

OCCUPATIONAL
HEALTH & SAFETY

SMALL BUSINESS
SKILLS

AUDIT
REGULATIONS

EMPLOYMENT LAW
SKILLS

Intended **use**

Transform your training and development approach.

The ideal solution to distance learning with a web-based customisable training portal hosting up to 500+ hours of ready-to-enrol workplace-related short courses and additional resources. Here at Online Academy, we've been helping businesses to transform their training and development approach with an online skills platform.

Performance Management

Our short courses can be utilised to address skills that employees need to developer or enhance based on their performance reviews and feedback. Implement Online Academy as a performance aid.

In-house Facilitation

In-house training is oftentimes the most economical solution. Our short courses have been specifically designed to be used in a presentation or classroom setting. All short courses include narration and group engagement.

Self Study Avantage

Our technology provides learners with the opportunity to enrol and attend short courses on any device and at their own pace. They can be pre-enrolled according to a plan or attend as many short courses as they like.

Personal Development Plan

Want to use Online Academy in the best way? Assign and instruct specific skills courses to specific people to ensure that their personal and professional development is on the right track. Talk to your training consultant.

Short Course **Levels**

Online Academy caters for all experience levels in the workplace

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Our short courses are categorised by subject (Fundamentals, Computer Skills, Management etc) and also from Levels one to four. Each level is defined as follow:

1

ENTRY

Level 01

- Learners with **no knowledge** on the subject.
- Learners with **little to no** workplace experience.
- Blue collar workers, labour workers

2

JUNIOR

Level 02

- Learners with **limited** knowledge on the subject.
- Learners with **1-2 years'** workplace experience.
- Junior employees, new entrants to the corporate environment

3

INTERMEDIATE

Level 03

- Learners with **fundamental knowledge** on the subject.
- Learners with **2-5 years'** workplace experience.
- Junior Managers, Team Leaders, Middle Management.

4

ADVANCED

Level 04

- Learners with **extensive knowledge** on the subject.
- Learners with **5-10 years'** workplace experience.
- Senior Managers, Directors, Lead Staff

Assessments **& Setting Standards**

Competency tracking and training evidence.

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Our interactive online short courses are specifically designed to engage the learner with the content. Each course, no matter which level, will challenge the learner through interaction, question and answering, scenarios and case studies. Each course module will present outcome-based objectives achievable upon completion.

- Self-assessments
- Case studies
- Activities
- Group discussion
- Reflection

- Outcomes-based
- Multiple choice
- Content-related
- 70% pass rate
- 3 attempts

- Printable PDF
- Training hours indicated
- Modules completed
- Date achieved

Fundamental Workplace Skills

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Full-day courses ideal for **young professionals:**

Fundamental Workplace Skills	Level 02 | 8 hour short course
Time Management	Level 02 | 8 hour short course
Professionalism in the Workplace	Level 02 | 8 hour short course
Professional Communication Skills	Level 02 | 8 hour short course
Customer Service Basics	Level 02 | 8 hour short course
Team Management	Level 02 | 8 hour short course
Writing Skills for business	Level 02 | 3 hour short course

This course category is ideal for basic professionalism training for any workplace.
For new Online Academy users – this is a great place to start!

Most popular short course from this category: **Time Management**

Fundamental Workplace Skills

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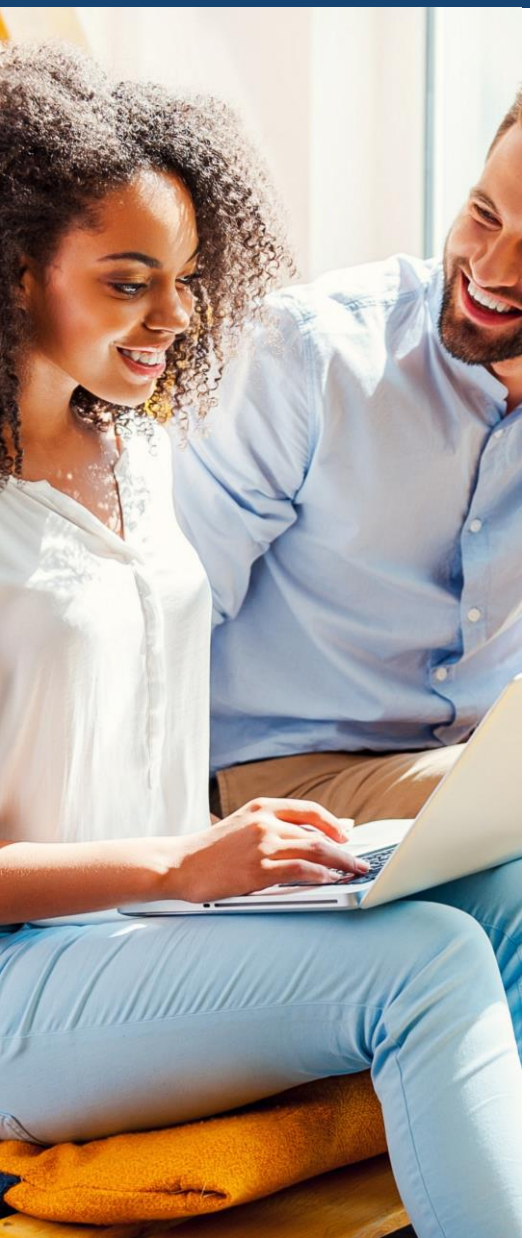

Bite-size courses ideal for **young professionals:**

Self-confidence	Level 02 | 2 hour short course
Presentation Skills	Level 02 | 2 hour short course
Workplace Communication	Level 02 | 2 hour short course
Telephone Etiquette & Netiquette	Level 02 | 2 hour short course
Workplace Diversity	Level 02 | 2 hour short course
Organisational Skills	Level 02 | 2 hour short course
Personal Workplace Management	Level 02 | 2 hour short course

This course category is ideal for basic professionalism training for any workplace.
For new Online Academy users – this is a great place to start!

Most popular short course from this category: **Workplace Communication**

Customer Service Skills

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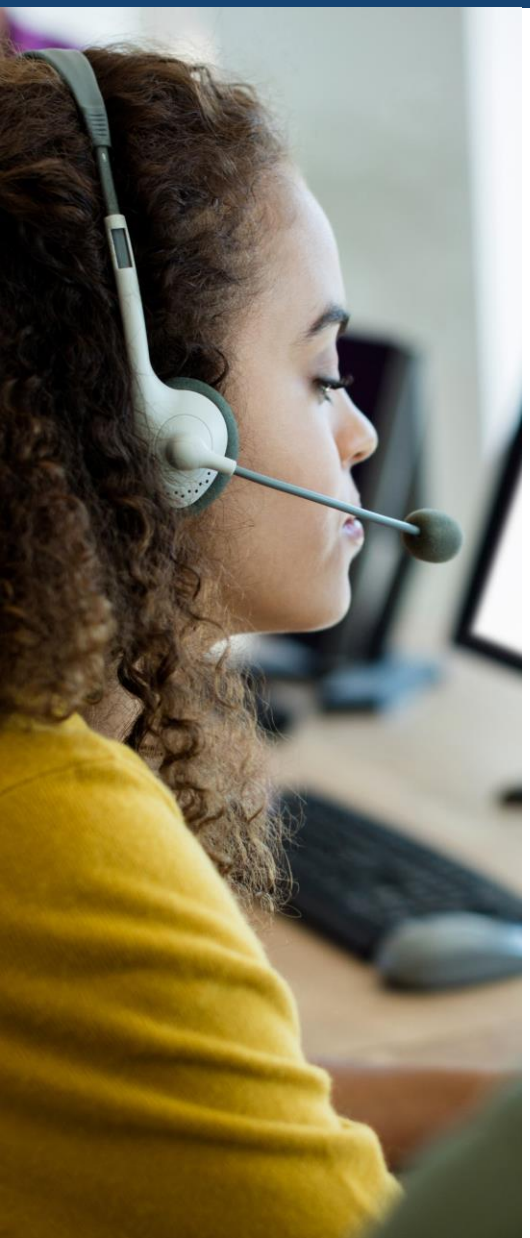

Short courses ideal for **high contact staff:**

Customer Service Basics	Level 02 | 2 hour short course
High Contact Staff 01	Level 02 | 2 hour short course
High Contact Staff 02	Level 02 | 2 hour short course
Identifying Client Requests & Queries	Level 02 | 2 hour short course
Reception Basics: The Office Area	Level 02 | 2 hour short course
Event Planning for Business	Level 02 | 2 hour short course

This course category is ideal for basic professionalism training for any workplace.
For new Online Academy users – this is a great place to start!

Most popular short course from this category: **High Contact Staff 01**

Marketing & Selling Skills

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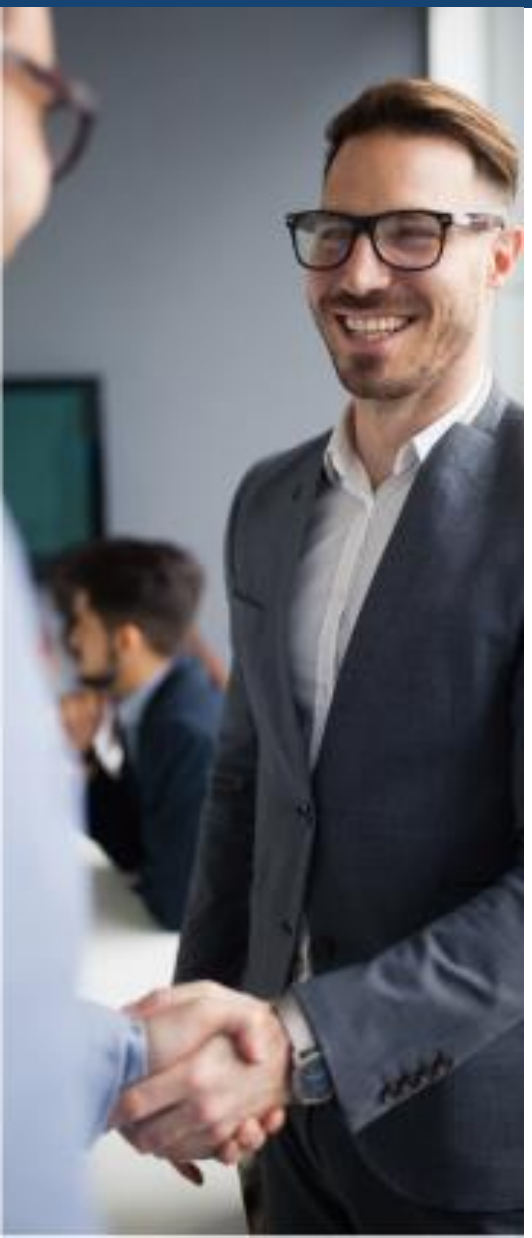

Short courses ideal for **marketing & sales staff:**

Rainmaking Skills	Level 03 | 4 hour short course
LinkedIn for Business Professionals	Level 02 | 4 hour short course
Social Media Basics	Level 02 | 3 hour short course
Social Media Intermediate	Level 03 | 3 hour short course
Negotiation Skills	Level 03 | 3 hour short course
The Nature & Scope of Selling	Level 02 | 3 hour short course
Selling Basics: Types of Selling	Level 02 | 3 hour short course
Selling Intermediate: Prospecting	Level 02 | 3 hour short course

This course category is ideal for junior sales and marketing staff or staff looking to improve their negotiation and general client engagement skills.

Most popular short course from this category: **Rainmaking Skills**

Management Skills

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Short courses ideal for **up and coming leaders:**

Management Principles	Level 02 | 8 hour short course
Management Intermediate	Level 03 | 8 hour short course
Project Management Fundamentals	Level 03 | 4 hour short course
Performance Management	Level 03 | 4 hour short course
Business Ethics	Level 02 | 8 hour short course
Basic Accounting Principles	Level 02 | 2 hour short course

This course category is ideal for staff interested in furthering their career as leaders and managers. These courses focus on people management and fundamental skills required for any company or department manager.

Most popular short course from this category: **Management Principles**

Microsoft Office Skills

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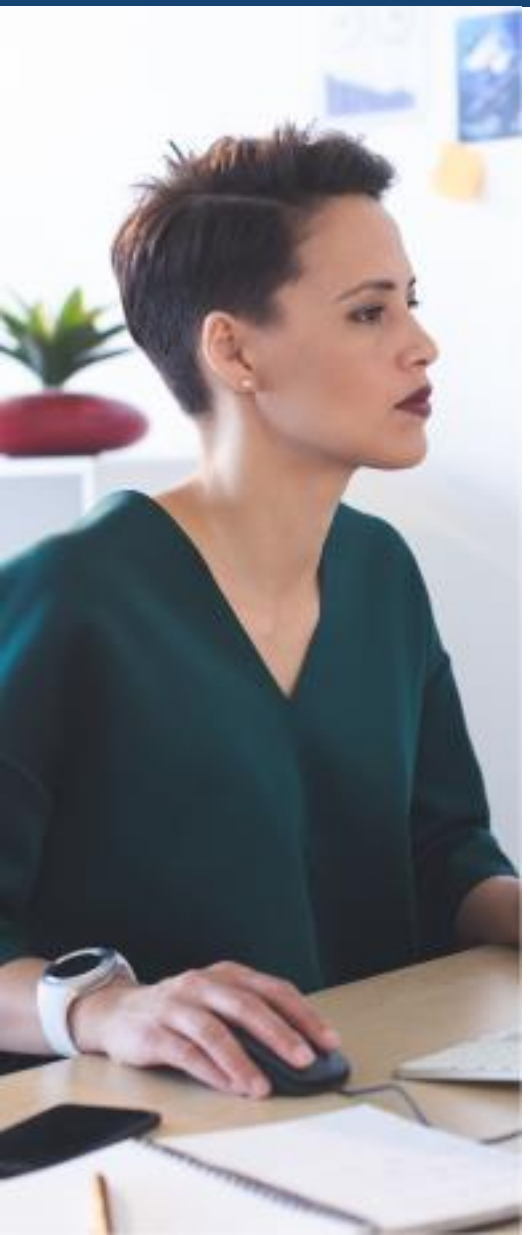

Short courses ideal for **admin & finance staff:**

Microsoft Excel Basics	Level 02 | 8 hour short course
Microsoft Excel Intermediate	Level 03 | 8 hour short course
Microsoft Excel Advanced	Level 04 | 8 hour short course
Microsoft Excel 365	Level 02 | 3 hour short course
Microsoft Outlook Basics	Level 02 | 8 hour short course
Microsoft Word Basics	Level 02 | 8 hour short course
Microsoft PowerPoint Basics	Level 02 | 8 hour short course

This course category is ideal for individuals who want to improve the computer skills, specifically Microsoft Office.

Most popular short course from this category: **Excel Intermediate**

Compliance Training

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Short courses ideal for **senior management:**

The POPI Act: Basics - Advanced	Level 03 | 4 hour short course
BEE: Where to start	Level 04 | 3 hour short course
The CPA & your Business	Level 04 | 5 hour short course
The NCA: Overview	Level 04 | 2 hour short course
Cyber Law	Level 02 | 4 hour short course
The Competition Act	Level 04 | 3 hour short course
Concluding a Contract	Level 03 | 2 hour short course
Directors Duties & Liabilities	Level 04 | 4 hour short course
Trustees: What you need to know	Level 04 | 4 hour short course
Landlords: What you need to know	Level 04 | 4 hour short course

Personal Skills

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Short courses ideal for **personal development:**

Emotional Intelligence	Level 02 | 3 hour short course
Stress Management	Level 02 | 4 hour short course
Assertiveness in the Workplace	Level 02 | 2 hour short course
Assertiveness in your Personal Life	Level 02 | 2 hour short course
Anger & Aggression	Level 02 | 3 hour short course
Develop a Winning Attitude	Level 02 | 4 hour short course

This course category is ideal for individuals who are interested in developing emotional intelligence and learn how to understand others better.

Most popular short course from this category: **Stress Management**

Employment Law Courses

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Short courses ideal for **management & HR:**

Managing Violence & Harassment	Level 03 | 2 hour short course
Managing Incapacity	Level 03 | 3 hour short course
Disciplinary Hearings	Level 04 | 3 hour short course
Corrective Discipline	Level 04 | 2 hour short course
Employment Equity Act	Level 04 | 3 hour short course
Employment Law Principles	Level 04 | 4 hour short course

This course category is ideal for individuals who want to broaden their knowledge in terms of Employment Equity and compliance surrounding disciplinary procedures.

Most popular short course from this category: **Managing Incapacity**

Human Resources Skills

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Short courses ideal for **management & HR:**

Training and Development	Level 03 | 8 hour short course
Facilitators Training	Level 02 | 4 hour short course
Mentorship & Coaching	Level 03 | 8 hour short course
HR Principles	Level 03 | 4 hour short course
Staff Selection & Interviews	Level 03 | 2 hour short course
Performance Management	Level 04 | 4 hour short course

This course category is ideal for young HR managers or aspiring HR Representatives. It will also beneficial for team managers to attend some of these courses.

Most popular short course from this category: **Mentorship & Coaching**

Entry Level & Life Skills

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Short courses ideal for **blue collar workers/entrants** to the workplace:

- Basic Computer Skills
  - Level 01 | 4 hour short course
- Mathematics Literacy
  - Level 01 | 4 hour short course
- Personal Management
  - Level 01 | 4 hour short course
- Family Management
  - Level 01 | 4 hour short course
- Money Management
  - Level 01 | 4 hour short course
- Career Management
  - Level 01 | 4 hour short course
- Life Orientation
  - Level 01 | 4 hour short course

This course category is ideal for people with almost no prior training or experience within these fields. Ideal for group training.

Most popular short course from this category: **Money Management**

Small Business Management Skills

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Short courses for **young entrepreneurs/business owners:**

Human Resources for Entrepreneurs	Level 03 | 2 hour short course
Corporate Culture	Level 02 | 4 hour short course
Event Planning for Business	Level 02 | 2 hour short course
Basic Accounting Principles	Level 02 | 2 hour short course
Business Ethics	Level 03 | 8 hour short course

This course category is ideal for people with almost no prior training or experience within these fields. Ideal for group training.

Most popular short course from this category: **Corporate Culture**

Occupational Health & Safety

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Short courses ideal for general staff – compliance

Health & Safety Induction	Level 01 | 4 hour short course
Health & Safety Representative	Level 02 | 4 hour short course
Life Support & First Aid: Basics	Level 02 | 4 hour short course
Life Support & First Aid: Intermediate	Level 03 | 4 hour short course

This course category is ideal for workplace compliance training in terms of health and safety within the workplace. Also recommended that team managers attend.

Most popular short course from this category: **Health & Safety Representative**

COVID-19 Training

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Bite size courses ideal for general staff – COVID training & preparation

- COVID-19: Introduction & Preparation ○ Level 01 | 20 min short course
- COVID-19: Safety Plan ○ Level 03 | 20 min short course
- COVID-19: Mask Safety ○ Level 01 | 20 min short course
- COVID-19: Know your Levels ○ Level 01 | 20 min short course

2020 presented some unique challenges in the workplace and COVID-19 training was one of them! We thrive to provide our clients with effective and applicable training modules. These short courses are ideal for instant and direct staff training.

Webinar Academy – Add on

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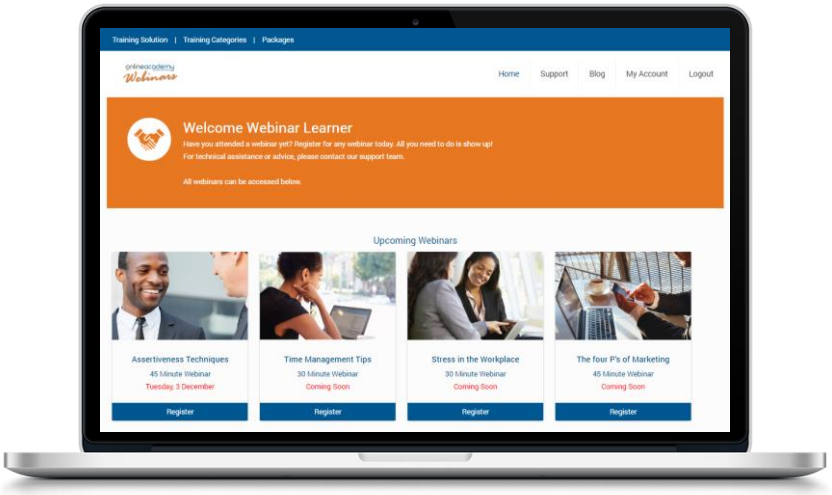
Add **Webinars** to your Training Solution



- ✓ Access to up to **12 live webinars** per month
- ✓ **Workplace related topics** presented by professional trainers
- ✓ **Wide variety** of soft skill and personal skills sessions
- ✓ Live webinars include **discussions, Q&A's** and interactive **polls**
- ✓ **Convenient** access from any device
- ✓ Users receive access to **previously recorded** webinars
- ✓ **Automatic invitations** and exclusive registration

Business Solutions – Add on

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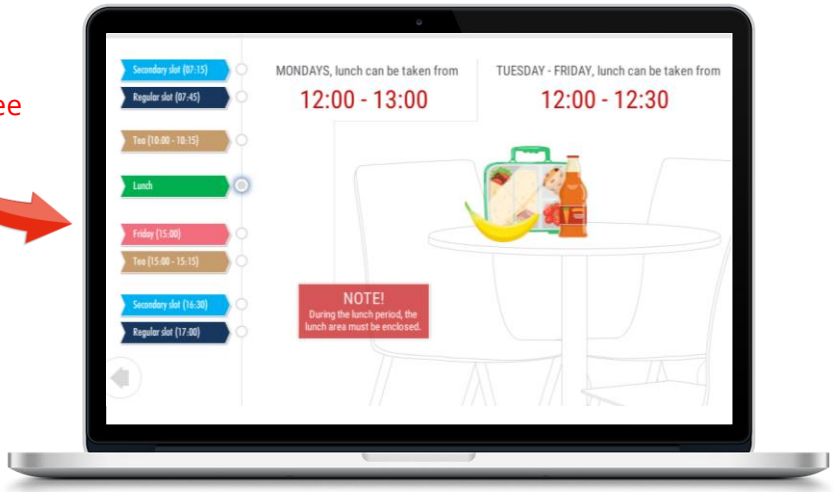
Transform & automate your own content

Click to see



- ✓ Transform and automate your **internal policies and procedures**
- ✓ Transform and automate your **induction** program and training
- ✓ Convert your internal content to **interactive online courses**
- ✓ Custom branded competency **certificates**
- ✓ Easily **track attendance and completion** through LMS host

Conclusion

Interactive Online Skills Training Solution

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- Registered learners have **access to ALL** available short courses.
- Learners can complete the courses **in their own time** and attend as many times as they like!
- Learners can enrol for **several courses at a time.**
- Online Academy will **release 2 BRAND NEW short courses every month** at no additional charge.
- All short courses are accompanied by **additional reading (text books)** and competency assessments.
- **70% pass rate required per short** course and 3 attempts per short course.
- Online tracking features – the system **will "remember where you left off".**
- **Certificate of completion** automatically available upon successful completion of a short course.