



TRAINING CATALOGUE

2026

The background of the entire page is a repeating pattern of interlocking gears. The gears are rendered in a light, semi-transparent blue color, creating a technical and industrial aesthetic. They are arranged in a staggered grid, with each gear meshing with its neighbors.

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OCEANIA
INSTITUTE OF TECHNOLOGY

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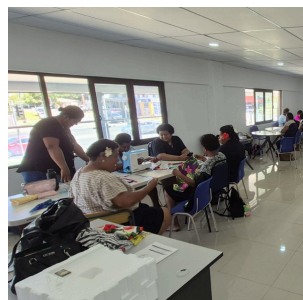


Oceania Institute of Technology – Training Catalogue

About Us

The Oceania Institute of Technology (OIT) is a recognized & registered provider which offers quality and relevant vocational and professional up-skilling qualifications, certifications, micro-credentials and short courses with industry and through community partnerships.

Quality, Relevance & Future Focused



About Our Training

OIT Short Courses – Contemporary Learning for Every Professional

At the Oceania Institute of Technology (OIT), our Short Courses are designed as contemporary programs that embody continuous learning and development.

- Open to all professionals – whether you are in trade, business, or any other sector, these courses are tailored to strengthen your capabilities.
- Flexible delivery – sessions can be facilitated at our Namaka campus, in training spaces across the country, or even as in-house workshops customized to your organization's needs.
- Customizable pathways – organizations may select multiple capabilities and transform them into workshops aligned with their business goals.

What Makes OIT Short Courses Different

- Relevant & engaging – we move beyond lecture-style teaching to create interactive, hands-on learning experiences.
- Inclusive & adaptable – our practices ensure accessibility for busy individuals, with options like evening sessions spread over a few hours.
- Multi-modal delivery – courses can be conducted face-to-face or online, ensuring flexibility for every participant.
- Industry-experienced facilitators – our trainers bring real-world expertise, making learning practical and impactful.

Learning as an Experience

At OIT, we believe learning should be memorable and meaningful. That's why our sessions include:

- Fascinating learning clips
- Extraordinary learning games
- Storytelling that builds emotional connection
- Activities that transform knowledge into purposeful action

We don't just deliver training, we create experiences that inspire growth, belonging, and transformation.

Short Course Offering

Course No.	Program	Days	Cost (Per Participant)	Course Description
1	AI and Critical Thinking	1	\$200	Strengthen reasoning skills and evaluate information using AI-driven approaches.
2	AI and Problem Solving	1	\$200	Apply AI tools to analyze challenges and generate effective solutions.
3	AI and Project Management	1	\$200	Discover how AI enhances planning, monitoring, and project delivery.
4	Accounting Skills for the New Supervisor	1	\$200	Gain essential financial literacy to manage budgets and reports confidently.
5	Advanced Project Management	1	\$200	Master complex project planning, risk management, and stakeholder communication.
6	Advanced Skills for the Practical Trainer	1	\$200	Enhance facilitation techniques and training delivery for maximum impact.
7	Anger Management: Understanding Anger	1	\$200	Learn strategies to manage emotions and maintain professionalism.
8	Appreciative Inquiry	1	\$200	Use positive questioning to drive organizational change and innovation.
9	Basic Internet Marketing	1	\$200	Learn fundamentals of online promotion and visibility.
10	Becoming Management Material	1	\$200	Develop the mindset and skills to transition into leadership roles.

Course No.	Program	Days	Cost (Per Participant)	Course Description
11	Branding: Creating and Managing Your Corporate Brand	1	\$200	Build a strong, recognizable brand identity.
12	Building Better Teams	1	\$200	Strengthen collaboration, trust, and team performance.
13	Building Relationships for Success in Sales	1	\$200	Create lasting client connections that drive results.
14	Building Trust to Win the Sale	1	\$200	Develop credibility and rapport to close deals effectively.
15	Bullying in the Workplace	1	\$200	Recognize, prevent, and address workplace bullying.
16	Business Ethics for the Office	1	\$200	Promote ethical decision-making and integrity in daily operations.
17	Business Etiquette - Gaining That Extra Edge	1	\$200	Master professional etiquette to stand out in business settings.
18	Business Process Management	1	\$200	Streamline workflows and improve efficiency.
19	Business Succession Planning	1	\$200	Prepare for leadership transitions with structured succession strategies.
20	Call Centre Training	1	\$200	Equip agents with sales and customer service excellence.

Course No.	Program	Days	Cost (Per Participant)	Course Description
21	Closing the Generation Gap in the Workplace	1	\$200	Bridge differences across age groups for stronger collaboration.
22	Collaboration	1	\$200	Improve teamwork and cross-functional cooperation.
23	Communication Strategies	1	\$200	Enhance clarity, persuasion, and listening skills.
24	Conducting Effective Performance Reviews	1	\$200	Learn structured approaches to employee evaluations.
25	Conflict Resolution	1	\$200	Resolve disputes constructively and maintain harmony.
26	Conquering Your Fear of Speaking in Public	1	\$200	Build confidence and deliver impactful presentations.
27	Continuous Improvement with Lean	1	\$200	Apply Lean principles to enhance productivity.
28	Conversational Leadership	1	\$200	Lead through dialogue, engagement, and shared vision.
29	Creating a Top-Notch Talent Management Program	1	\$200	Build systems to attract, retain, and develop talent.
30	Creative Thinking and Innovation	1	\$200	Unlock creativity to solve problems and drive innovation.

Course No.	Program	Days	Cost (Per Participant)	Course Description
31	Crisis Management	1	\$200	Respond effectively to unexpected challenges.
32	Customer Service Training	1	\$200	Master the critical elements of customer satisfaction.
33	Delegation: The Art of Delegating Effectively	1	\$200	Empower teams by delegating tasks strategically.
34	Digital Transformation	1	\$200	Adapt to modern digital tools for business growth.
35	Disability Awareness	1	\$200	Work effectively with people with disabilities.
36	Diversity Training	1	\$200	Foster inclusivity and respect for differences.
37	Diversity, Equity, and Inclusion	1	\$200	Build equitable workplaces that value all voices.
38	Emotional Intelligence	1	\$200	Strengthen self-awareness, empathy, and interpersonal effectiveness.
39	Employee Dispute Resolution	1	\$200	Learn structured approaches to resolving conflicts.
40	Employee Recognition	1	\$200	Boost morale through meaningful recognition practices.

Course No.	Program	Days	Cost (Per Participant)	Course Description
41	From Boss to Leader	1	\$200	Transform management style into inspiring leadership.
42	Giving Effective Feedback	1	\$200	Deliver constructive feedback that motivates and improves performance.
43	Safe Food Handling Practices	1	\$225	Preventing contamination through safe daily food practices.
44	High Reliability Organizations	1	\$200	Build systems that minimize errors and maximize safety.
45	Hiring for Success	1	\$200	Use behavioral interviewing techniques to select the right candidates.
46	Human-Centered Leadership	1	\$200	Lead with empathy, inclusivity, and a focus on people-first strategies.
47	Introduction to E-Mail Marketing	1	\$200	Design effective campaigns to engage audiences.
48	Leadership Skills for Supervisors	1	\$200	Build confidence in leading teams, delegating tasks, and motivating employees.
49	Lean Process Improvement	1	\$200	Simplify processes and eliminate waste.
50	Leveraging Neurodiversity at Work	1	\$200	Harness diverse thinking styles for innovation.

Course No.	Program	Days	Cost (Per Participant)	Course Description
50	Leveraging Neurodiversity at Work	1	\$200	Harness diverse thinking styles for innovation.
51	Managing Customer Service	1	\$200	Lead service teams to deliver excellence.
52	Marketing and Sales	1	\$200	Understand the synergy between marketing strategies and sales execution.
53	Marketing for Small Businesses	1	\$200	Practical marketing tactics tailored for SMEs.
54	Onboarding	1	\$200	Ensure new hires integrate smoothly.
55	Orientation Handbook	1	\$200	Provide clear guidance for new employees.
56	Performance Management	1	\$200	Drive productivity through effective performance systems.
57	Personal Brand	1	\$200	Strengthen your professional image and influence.
58	Preventing and Responding to Workplace Violence	1	\$200	Create safe environments and respond effectively to threats.
59	Problem Solving and Decision Making	1	\$200	Apply structured methods to make sound decisions.
60	Promoting a Marketing Webinar	1	\$200	Learn how to attract audiences and maximize webinar impact.

Course No.	Program	Days	Cost (Per Participant)	Course Description
61	Psychological Health and Safety	1	\$200	Promote mental wellbeing in the workplace.
62	Public Relations Boot Camp	1	\$200	Build PR skills to manage reputation and media relations.
63	Risk Management	1	\$200	Identify, assess, and mitigate organizational risks.
64	Selling Smarter	1	\$200	Refine sales techniques for better results.
65	Social Media Marketing	1	\$200	Harness social platforms to grow your business.
66	Social Selling for Small Businesses	1	\$200	Use social networks to connect with customers and drive sales.
67	Strategic Planning	1	\$200	Develop actionable strategies to achieve long-term goals.
68	Stress Management	1	\$200	Techniques to reduce stress and improve resilience.
69	Successfully Managing Change	1	\$200	Lead teams through transitions with confidence.
70	Transgender Employees	1	\$200	Support inclusivity and respect in diverse workplaces.
71	Unconscious Bias	1	\$200	Identify and reduce hidden biases in decision-making.

Course No.	Program	Days	Cost (Per Participant)	Course Description
72	Understanding and Coping with COVID-19	1	\$200	Strategies for adapting to health and safety challenges.
73	Women and Leadership	1	\$200	Empower women leaders to leverage their unique strengths.
74	Workplace Health and Safety	1	\$200	Equip supervisors to manage safety responsibilities.
75	Bedmaking & Linen Management (in-house only)	1	\$200	Professional bedmaking and effective linen control systems
76	Mastering Allergen Awareness and Special Dietary Care in Food Service	1	\$230	Managing allergens and special dietary needs safely
77	Mastering Cost Control & waste Reduction in Food Operations	1	\$230	Reducing waste and improving kitchen cost efficiency
78	From Complaints to Loyalty – Mastering Guest Recovery	1	\$200	Turning guest complaints into loyalty opportunities
79	Customer Service Control Room – Fixing Guest Experience in Real Time	1	\$200	Resolving service issues instantly to improve experiences
80	Smart Room Turnover – Streamlined Housekeeping & Frontline Coordination (in-house only)	1	\$200	Improving room turnover through team coordination
81	Graphic Designing for beginners	1	\$200	Master professional graphic designing skills with Adobe Photoshop
82	Website Development with AI	1	\$200	Website designing skills using AI-powered tools.

Course No.	Program	Days	Cost (Per Participant)	Course Description
83	Microsoft Word for Professionals	1	\$200	Enhance your productivity skills with Office 365
84	Microsoft Excel for Professionals	1	\$200	Enhance your productivity skills with Office 365
85	Microsoft Powerpoint for Professionals	1	\$200	Enhance your productivity skills with Office 365
86	Computing Skills for Productivity	2	\$350	Enhance your productivity skills in Word, Excel, Power point with Copilot for smart automation
87	Data Analytics with Power BI	1	\$200	Analyze, visualize, and interpret business data
88	AI for Problem Solving	1	\$200	Effectively maximize AI tool performance
89	ChatGPT Practical AI & Prompt Engineering	1	\$200	Master the art of writing powerful prompts, automating tasks, generating reports, and enhancing decision-making

Delivery Options

- On Campus: Oceania Institute of Technology, Namaka, Nadi.
- In-House: Programs can be facilitated at your organization, with negotiable organizational rates.