

RANIA ACADEMY

Professional Development & Training

Course Catalogue

2026 Edition

57 courses across 9 training categories

Live online • In-person • Self-paced • In-house & customised

A division of Neuro Networks Group Pty Ltd
Sydney, Australia

Training Categories

01	AI & Emerging Technology	9 courses
02	Cybersecurity & Risk Management	6 courses
03	Leadership & Management	9 courses
04	Project Management & Operations	6 courses
05	Finance & Business	5 courses
06	Digital Transformation & Technology	6 courses
07	Specialized Government Courses	6 courses
08	Sustainability & Environment	5 courses
09	Employability & Career Readiness	5 courses

About RANIA Academy

RANIA Academy delivers practical, current and outcome-focused professional development for Australian organisations and individuals. Our programs are built around the skills today's workplaces actually need—across emerging technology, security, leadership, delivery, finance, digital, government and sustainability.

Every course is designed and facilitated by experienced practitioners, uses real-world scenarios, and is mapped to continuing professional development (CPD) hours so participants can evidence their learning.

How we deliver

- Live online — interactive, facilitator-led virtual classrooms.
- In-person — workshops at your site or a hosted venue.
- Self-paced — flexible online modules for learning on demand.
- In-house & customised — tailored to your context, tools and goals.

Understanding the catalogue

Course codes use a category prefix and a number indicating level (100 = introductory, 200 = intermediate, 300/400 = advanced).

CPD hours are indicative and based on facilitated contact time (a one-day program is approximately 7 hours).

Levels indicate the assumed starting knowledge—introductory programs require no prior experience.

Note: *RANIA Academy programs are professional development and CPD offerings. Where nationally recognised qualifications or accredited training are required, they are delivered through our associated Registered Training Organisation.*

01 AI & Emerging Technology

Practical, business-first programs that demystify artificial intelligence and help teams adopt new technology responsibly, confidently and productively.

AET-101 AI Foundations for Professionals

1 day • 7 CPD hours • Live online or in-person • Introductory

A jargon-free introduction to how AI works, what it can and cannot do, and where it creates real value across everyday business functions.

You'll learn to:

- Core AI, machine learning and generative AI concepts in plain language
- Identifying high-value, low-risk use cases in your role
- Understanding limitations, bias and the human-in-the-loop principle
- Building a personal action plan for AI adoption

AET-201 Generative AI in the Workplace

1 day • 7 CPD hours • Live online • Intermediate

Hands-on training in using generative AI tools to draft, summarise, analyse and create—safely and within organisational policy.

You'll learn to:

- Selecting the right tool for writing, research and analysis tasks
- Workplace-ready workflows for documents, email and reporting
- Data handling, confidentiality and acceptable-use guardrails
- Fact-checking and quality-assuring AI output

AET-202 Prompt Engineering for Productivity

Half day • 3.5 CPD hours • Live online • Intermediate

Learn the structured prompting techniques that turn general-purpose AI into a reliable, repeatable productivity tool.

You'll learn to:

- Anatomy of an effective prompt and reusable prompt templates
- Role, context and format techniques for consistent results
- Chaining and refining prompts for complex tasks
- Building a personal prompt library for recurring work

AET-301 AI Governance, Ethics & Responsible Use

1 day • 7 CPD hours • Live online or in-person • Intermediate

A practical framework for adopting AI responsibly—covering ethics, transparency, accountability and emerging Australian guidance.

You'll learn to:

- Key principles of responsible and ethical AI
- Managing bias, privacy and explainability risks
- Drafting a workable AI acceptable-use policy
- Aligning to Australian and international AI governance guidance

AET-302 Data Analytics & Visualisation Essentials

2 days • 14 CPD hours • Live online • Intermediate

Turn raw data into clear, decision-ready insight using accessible analytics and visualisation tools.

You'll learn to:

- Cleaning, structuring and interrogating data sets
- Choosing the right chart for the message

- Building dashboards that drive decisions
- Communicating findings to non-technical audiences

AET-401 Leading AI-Ready Teams

1 day • 7 CPD hours • In-person • Advanced

For managers and leaders steering their teams through AI adoption—from strategy and culture to capability and change.

You'll learn to:

- Building an AI adoption roadmap for your function
- Reskilling, role redesign and capability planning
- Managing change, trust and workforce concerns
- Measuring value and avoiding common adoption traps

AET-110 AI Fundamentals for Business Leaders

1 day • 7 CPD hours • Live online or in-person • Introductory

An executive-level briefing that gives leaders the strategic literacy to make confident, informed decisions about AI in their organisation.

You'll learn to:

- What AI can and cannot do—at a strategy level
- Identifying value, opportunity and competitive risk
- Investment, capability and governance considerations
- Setting direction and asking the right questions of your teams

AET-210 ChatGPT & Generative AI for Workplace Productivity

1 day • 7 CPD hours • Live online • Intermediate

A hands-on, tool-focused workshop on using ChatGPT and similar assistants to save time on everyday tasks—safely and effectively.

You'll learn to:

- Getting reliable results from ChatGPT and AI assistants
- Practical use cases: writing, summarising, research and analysis
- Reusable prompts and time-saving workflows
- Privacy, accuracy and acceptable-use considerations

AET-310 AI Ethics & Governance

1 day • 7 CPD hours • Live online or in-person • Intermediate

A focused program on the ethical principles, accountability and governance arrangements needed to deploy AI responsibly.

You'll learn to:

- Core principles of ethical and trustworthy AI
- Fairness, bias, transparency and explainability
- Accountability, oversight and human control
- Building governance, policy and review processes

02 Cybersecurity & Risk Management

From whole-of-workforce awareness to specialist risk and compliance skills, these programs help organisations protect information, people and reputation.

CRM-101 Cyber Security Awareness for Every Employee

Half day • 3.5 CPD hours • Self-paced or live online • Introductory

Build a security-aware workforce with practical habits that reduce the most common causes of breaches.

You'll learn to:

- Recognising phishing, scams and social engineering
- Strong passwords, MFA and safe device use
- Handling sensitive information correctly
- What to do when something looks wrong

CRM-201 Information Security Fundamentals

2 days • 14 CPD hours • Live online • Intermediate

A structured grounding in the principles, controls and frameworks that underpin modern information security.

You'll learn to:

- Confidentiality, integrity and availability in practice
- Access control, encryption and network basics
- Common threats, vulnerabilities and attack types
- Mapping controls to recognised frameworks

CRM-202 Implementing the Essential Eight

2 days • 14 CPD hours • Live online or in-person • Intermediate

A working guide to the ACSC Essential Eight mitigation strategies and how to lift your organisation's maturity.

You'll learn to:

- The eight strategies and the maturity model explained
- Assessing current maturity and identifying gaps
- Building a prioritised implementation roadmap
- Evidencing and sustaining improvements

CRM-301 Enterprise Risk Management

2 days • 14 CPD hours • Live online • Intermediate

Establish a practical, repeatable approach to identifying, assessing, treating and monitoring organisational risk.

You'll learn to:

- Risk frameworks aligned to ISO 31000 principles
- Building and maintaining a risk register
- Risk appetite, controls and treatment plans
- Reporting risk to executives and boards

CRM-302 Data Privacy & the Australian Privacy Principles

1 day • 7 CPD hours • Live online • Intermediate

Understand your obligations under the Privacy Act and the Australian Privacy Principles, and how to embed privacy by design.

You'll learn to:

- Overview of the Privacy Act and the 13 APPs
- Collection, use, disclosure and consent obligations

- Responding to data breaches and notification duties
- Practical privacy-by-design measures

CRM-303 Incident Response & Business Continuity

1 day • 7 CPD hours • In-person • Intermediate

Be ready to respond when disruption strikes—covering incident handling, communication and recovery planning.

You'll learn to:

- Building an incident response plan and team
- Detection, containment, eradication and recovery
- Business continuity and disaster recovery essentials
- Running effective tabletop exercises

03 Leadership & Management

Develop confident, capable leaders at every level—from first-time managers to senior executives shaping strategy and culture.

LDM-101 Foundations of Effective Management

2 days • 14 CPD hours • Live online or in-person • Introductory

The essential toolkit for new and aspiring managers stepping into their first people-leadership role.

You'll learn to:

- Transitioning from individual contributor to manager
- Delegation, prioritisation and accountability
- Giving feedback and holding effective one-on-ones
- Managing performance and difficult conversations

LDM-201 Emerging Leaders Program

3 days (modular) • 21 CPD hours • In-person • Intermediate

A multi-module program that builds the self-awareness, influence and strategic thinking of high-potential leaders.

You'll learn to:

- Leadership styles and personal leadership brand
- Influencing and communicating with impact
- Leading change and navigating ambiguity
- Developing a personal leadership development plan

LDM-202 Leading High-Performing Teams

1 day • 7 CPD hours • Live online • Intermediate

Practical strategies to build trust, alignment and accountability in teams—including hybrid and distributed teams.

You'll learn to:

- The drivers of team performance and psychological safety
- Setting goals, clarity and shared expectations
- Managing conflict and harnessing diversity
- Leading hybrid and remote teams effectively

LDM-301 Strategic Leadership & Decision-Making

2 days • 14 CPD hours • In-person • Advanced

For senior leaders—sharpening strategic thinking, decision quality and the ability to lead organisational direction.

You'll learn to:

- Strategic thinking frameworks and environmental scanning
- Making sound decisions under uncertainty
- Aligning teams to strategy and execution
- Leading culture and organisational change

LDM-302 Emotional Intelligence for Leaders

1 day • 7 CPD hours • Live online • Intermediate

Strengthen the self-awareness, empathy and regulation that distinguish trusted, effective leaders.

You'll learn to:

- The four domains of emotional intelligence
- Self-awareness and managing your own triggers

- Reading and responding to others with empathy
- Building rapport, trust and resilient relationships

LDM-303 Coaching & Mentoring in the Workplace

1 day • 7 CPD hours • Live online or in-person • Intermediate

Equip managers to grow their people through structured coaching and mentoring conversations.

You'll learn to:

- The difference between coaching, mentoring and managing
- A practical coaching conversation model
- Powerful questions and active listening
- Setting development goals and following through

LDM-220 Change Management Fundamentals

1 day • 7 CPD hours • Live online or in-person • Intermediate

Understand why change is hard and how to plan and lead it so people come with you—not against you.

You'll learn to:

- Why change initiatives succeed or fail
- Recognised change models and how to apply them
- Understanding and managing resistance
- Building a simple, practical change plan

LDM-221 Change Management Practitioner

2 days • 14 CPD hours • Live online • Intermediate

An applied program for those responsible for delivering change—covering the tools, planning and stakeholder work that make change stick.

You'll learn to:

- Assessing change impact and readiness
- Stakeholder analysis and engagement planning
- Communication, training and adoption planning
- Measuring, reinforcing and embedding change

LDM-320 Leading Organisational Change

2 days • 14 CPD hours • In-person • Advanced

For senior leaders driving major or enterprise-wide change—focused on vision, culture, alignment and sustained transformation.

You'll learn to:

- Setting a compelling vision and case for change
- Aligning leadership and culture behind the change
- Navigating uncertainty, politics and competing priorities
- Sustaining momentum and realising the benefits

04 Project Management & Operations

Deliver work on time, on budget and on purpose with versatile project, agile and operational excellence skills.

PMO-101 Project Management Fundamentals

2 days • 14 CPD hours • Live online or in-person • Introductory

A complete grounding in planning and delivering projects—suitable for accidental and aspiring project managers alike.

You'll learn to:

- The project life cycle from initiation to closure
- Scope, schedule, budget and the triple constraint
- Stakeholder and communication planning
- Tracking progress and managing change

PMO-201 Agile & Scrum Foundations

2 days • 14 CPD hours • Live online • Intermediate

Understand agile values and the Scrum framework, and how to apply them to deliver value iteratively.

You'll learn to:

- Agile mindset, values and principles
- Scrum roles, events and artefacts
- Backlogs, user stories and estimation
- Running sprints and continuous improvement

PMO-202 Stakeholder Engagement & Communication

1 day • 7 CPD hours • Live online • Intermediate

Build the influence and communication skills that make or break project and operational success.

You'll learn to:

- Mapping and analysing stakeholders
- Tailoring communication to different audiences
- Managing expectations and resistance
- Reporting and escalation that builds trust

PMO-301 Operations & Process Improvement

2 days • 14 CPD hours • In-person • Intermediate

Identify waste, streamline workflows and embed a culture of continuous improvement across operations.

You'll learn to:

- Mapping and analysing current-state processes
- Identifying bottlenecks, waste and rework
- Designing and testing improvements
- Sustaining gains through measurement

PMO-302 Lean Six Sigma Yellow Belt

2 days • 14 CPD hours • Live online • Intermediate

An applied introduction to Lean and Six Sigma using the DMAIC approach to solve real operational problems.

You'll learn to:

- Lean and Six Sigma concepts and the DMAIC cycle
- Core tools for define, measure and analyse

- Root-cause analysis and data-driven improvement
- Contributing to improvement projects with confidence

PMO-303 Risk & Quality in Project Delivery

1 day • 7 CPD hours • Live online • Intermediate

Protect delivery outcomes by managing project risk and building quality in from the start.

You'll learn to:

- Identifying and assessing project risks
- Response planning and contingency
- Quality planning, assurance and control
- Lessons learned and closeout

05 Finance & Business

Commercial confidence for managers, professionals and founders—covering the financial literacy and business acumen that drive better decisions.

FIN-101 Financial Literacy for Non-Finance Managers

1 day • 7 CPD hours • Live online or in-person • Introductory

Read the numbers with confidence and make better decisions—no accounting background required.

You'll learn to:

- Reading profit and loss, balance sheet and cash flow
- Key financial terms and ratios that matter
- Understanding margins, costs and profitability
- Asking the right financial questions

FIN-201 Budgeting, Forecasting & Cost Control

2 days • 14 CPD hours • Live online • Intermediate

Build, manage and defend budgets, and use forecasting to stay ahead of financial performance.

You'll learn to:

- Building a budget from the ground up
- Forecasting methods and scenario planning
- Variance analysis and corrective action
- Cost control and value-for-money decisions

FIN-202 Business Acumen & Commercial Strategy

1 day • 7 CPD hours • In-person • Intermediate

Connect day-to-day decisions to commercial outcomes and think like an owner of the business.

You'll learn to:

- How businesses create and capture value
- Markets, customers and competitive positioning
- Linking strategy to operational decisions
- Reading the commercial drivers behind the numbers

FIN-301 Procurement & Contract Management

2 days • 14 CPD hours • Live online • Intermediate

Manage suppliers, contracts and value across the full procurement life cycle.

You'll learn to:

- The procurement life cycle and sourcing strategy
- Evaluating suppliers and managing tenders
- Contract terms, obligations and risk
- Supplier performance and relationship management

FIN-302 Business Planning & Pitching for Founders

1 day • 7 CPD hours • Live online or in-person • Intermediate

Shape a compelling business case and pitch—ideal for founders, intrapreneurs and small business owners.

You'll learn to:

- Validating a business model and value proposition
- Building a lean, credible business plan
- Financial basics: revenue, costs and runway

- Crafting and delivering an investor-ready pitch

06 Digital Transformation & Technology

Help organisations modernise the way they work—adopting cloud, automation and data-driven practices that deliver measurable change.

DTT-101 Digital Transformation Foundations

1 day • 7 CPD hours • Live online or in-person • Introductory

Understand what digital transformation really means and how to approach it without the hype.

You'll learn to:

- What transformation is—and what it is not
- Technology, process and people working together
- Common pitfalls and why initiatives stall
- Building the case and roadmap for change

DTT-201 Cloud Computing Essentials

2 days • 14 CPD hours • Live online • Intermediate

A vendor-neutral introduction to cloud concepts, models and considerations for adoption.

You'll learn to:

- Cloud service and deployment models explained
- Benefits, costs and security considerations
- Migration approaches and shared responsibility
- Governing cloud usage and spend

DTT-202 Workflow Automation & Low-Code Tools

1 day • 7 CPD hours • Live online • Intermediate

Automate repetitive work and build simple applications using accessible low-code and no-code tools.

You'll learn to:

- Spotting automation opportunities in your work
- Designing and mapping a workflow
- Building automations with low-code platforms
- Governance, ownership and avoiding sprawl

DTT-301 Data-Driven Decision Making

2 days • 14 CPD hours • Live online • Intermediate

Build a culture and capability for using data—not gut feel—to drive decisions.

You'll learn to:

- Framing the right questions for data to answer
- Sourcing, trusting and interpreting data
- Metrics, KPIs and avoiding vanity numbers
- Turning insight into action and accountability

DTT-302 Microsoft 365 Productivity & Collaboration

1 day • 7 CPD hours • Live online or self-paced • Introductory

Get more from the everyday tools your organisation already pays for.

You'll learn to:

- Working smarter across the core M365 apps
- Collaboration with Teams, SharePoint and OneDrive
- Co-authoring, version control and file hygiene
- Time-saving features and built-in automation

DTT-303 Leading Digital Change

1 day • 7 CPD hours • In-person • Advanced

For leaders driving technology change—focused on adoption, culture and sustained value.

You'll learn to:

- Why digital change fails and how to de-risk it
- Building digital culture and capability
- Engaging stakeholders and managing resistance
- Measuring adoption and realising benefits

07 Specialized Government Courses

Tailored programs for the public sector—covering governance, probity, compliance and the writing and communication skills government work demands.

GOV-101 Public Sector Governance & Accountability

2 days • 14 CPD hours • Live online or in-person • Introductory

Understand the principles, structures and accountabilities that shape decision-making in government.

You'll learn to:

- Governance principles in the public sector
- Accountability, transparency and the public interest
- Roles, delegations and decision-making authority
- Managing conflicts of interest

GOV-201 Government Procurement & Probity

2 days • 14 CPD hours • Live online • Intermediate

Run fair, defensible procurement processes that withstand scrutiny.

You'll learn to:

- Procurement rules, thresholds and approaches to market
- Probity principles and managing perceived bias
- Evaluating offers fairly and transparently
- Documentation, records and audit readiness

GOV-202 Records & Information Management

1 day • 7 CPD hours • Live online • Intermediate

Meet recordkeeping obligations and manage information as a strategic public asset.

You'll learn to:

- Recordkeeping obligations and why they matter
- Creating, capturing and classifying records
- Retention, disposal and sentencing basics
- Access, privacy and information sharing

GOV-301 Work Health & Safety for the Public Sector

1 day • 7 CPD hours • In-person • Intermediate

Understand WHS duties and how to build a positive, compliant safety culture.

You'll learn to:

- WHS duties, roles and the chain of responsibility
- Hazard identification and risk control
- Consultation, reporting and incident response
- Building a proactive safety culture

GOV-302 Ethics, Integrity & Public Sector Values

1 day • 7 CPD hours • Live online • Introductory

Navigate the ethical expectations and values that underpin trusted public service.

You'll learn to:

- Public sector values and codes of conduct
- Recognising and resolving ethical dilemmas
- Conflicts of interest, gifts and benefits
- Speaking up and supporting integrity

GOV-303 Briefing, Submission & Report Writing for Government

1 day • 7 CPD hours • Live online • Intermediate

Write clear, concise, decision-ready documents in the structure government expects.

You'll learn to:

- Structuring briefs, submissions and minutes
- Writing for busy decision-makers
- Plain English, accuracy and the right tone
- Recommendations that are clear and defensible

08 Sustainability & Environment

Build the knowledge and capability to meet rising sustainability expectations—from ESG reporting to net zero and the circular economy.

SUS-101 Sustainability Foundations for Business

1 day • 7 CPD hours • Live online or in-person • Introductory

A practical starting point for understanding sustainability and what it means for your organisation.

You'll learn to:

- Core sustainability concepts and key terms
- The business case for sustainability
- Environmental, social and governance basics
- Where to start and how to build momentum

SUS-201 ESG Reporting & Disclosure

2 days • 14 CPD hours • Live online • Intermediate

Understand the frameworks, metrics and expectations shaping ESG and sustainability reporting.

You'll learn to:

- The ESG reporting landscape and key frameworks
- Materiality and selecting the right metrics
- Collecting, assuring and disclosing data
- Avoiding greenwashing and meeting expectations

SUS-202 Carbon Accounting & the Path to Net Zero

2 days • 14 CPD hours • Live online • Intermediate

Learn to measure emissions and build a credible pathway towards net zero targets.

You'll learn to:

- Greenhouse gas scopes 1, 2 and 3 explained
- Measuring and baselining your carbon footprint
- Setting credible reduction targets
- Building and tracking a decarbonisation plan

SUS-301 Circular Economy & Waste Management

1 day • 7 CPD hours • In-person • Intermediate

Move beyond recycling to design out waste and keep resources in use for longer.

You'll learn to:

- Linear versus circular economy thinking
- Waste hierarchy and resource recovery
- Designing products and processes for circularity
- Practical first steps for your organisation

SUS-302 Environmental Management Systems (ISO 14001)

2 days • 14 CPD hours • Live online • Intermediate

Understand how to establish and maintain an environmental management system aligned to ISO 14001.

You'll learn to:

- Structure and intent of ISO 14001
- Identifying environmental aspects and impacts
- Objectives, controls and compliance obligations
- Auditing and continual improvement

09 Employability & Career Readiness

Job-readiness and career-pathway programs designed for international students, new migrants, EAL learners and job seekers entering the Australian workforce—including sector-specific pathways and self-employment.

EMP-101 Employability Accelerator Course

6 modules (multi-week) • approx. 30 hours • Live online or in-person • Introductory

Our flagship job-readiness program. A structured, six-module pathway that builds the confidence, skills and job-search capability international students, new migrants, EAL learners and job seekers need to succeed in the Australian workplace.

You'll learn to:

- Understanding the Australian workplace and culture
- Building a strong resume, cover letter and job application
- Interview skills, confidence and self-presentation
- Networking, LinkedIn and the hidden job market
- Workplace communication, rights and responsibilities

EMP-201 Employability in the IT Sector

1 day • 7 CPD hours • Live online • Introductory

A sector-focused pathway for job seekers and career changers wanting to break into Australia's technology industry.

You'll learn to:

- IT roles, career pathways and in-demand skills
- Tailoring your resume and portfolio for tech roles
- Certifications and ways to build credibility
- Preparing for technical and behavioural interviews
- Where and how to find IT roles in Australia

EMP-202 Employability in Healthcare

1 day • 7 CPD hours • Live online • Introductory

Prepare for entry-level and support roles across Australia's growing healthcare and aged-care sector.

You'll learn to:

- Healthcare and aged-care roles and pathways
- Entry requirements, checks and credentials
- Person-centred care and communication basics
- Resumes and interviews for healthcare roles
- Finding roles and understanding registration

EMP-203 Employability in the Community Services Sector

1 day • 7 CPD hours • Live online • Introductory

Build the knowledge and job-readiness to start a career in community services, disability and social support.

You'll learn to:

- The community services and NDIS landscape
- Roles, values and codes of conduct
- Required checks, screening and clearances
- Person-centred communication and professional boundaries
- Resumes, interviews and finding roles

EMP-301 How to Build Your Own Business

2 days • 14 CPD hours • Live online or in-person • Introductory

A practical starting point for anyone considering self-employment or starting a small business in Australia.

You'll learn to:

- Validating your business idea and value proposition
- Business structures, registration and basic obligations
- Simple business and financial planning
- Finding customers and marketing on a budget
- Practical first steps to launch

Enrol & Enquire

Ready to book a place, arrange in-house delivery, or design a customised program? Get in touch and our team will help you build the right learning solution.

Email

info@nngdigital.com.au

Website

[Insert RANIA Academy website]

Phone

[Insert contact number]

RANIA Academy

A division of Neuro Networks Group Pty Ltd • Sydney, Australia

Course content, durations and CPD hours are indicative and may be updated. Please confirm current details at the time of enrolment.