

# **BACK TO WORK**

**SECURE | SUPPORT | RETAIN**

*Queensland*

Good jobs  
Better services  
Great lifestyle

## **FREE ONLINE TRAINING FOR BUSINESS OWNERS**

Back to Work are offering a range of free, online short courses designed to equip small business owners with the additional skills to recruit and retain their employees.

Developed in partnership with TAFE Queensland, the courses are available to everyone, regardless of eligibility for any other Back to Work programs. The content is suitable for anyone working in small business who is seeking professional development opportunities.

All courses are delivered online, and are standalone, introductory or refresher courses, that do not require any other training prior to completing.

Each short course takes approximately 1 to 2 hours to complete and is self-paced. Topics available include the following, check out the website for the full suite of courses:

- Becoming an employer of choice
- Communicating effectively with people with disability
- Cultural diversity in the workforce
- Supporting mental health in the workforce
- Supporting young people in the workforce
- Supporting sexual and gender identities in the workforce
- Workforce management
- Effective workplace leadership.

Upon the completion of the course, you will be awarded a digital badge to recognise your learning. You can display your digital badge to raise awareness within the workplace, in your workplace communications, on LinkedIn profiles and on your social media.

**For more information on Small Business  
Short Courses, visit:**

**[business.qld.gov.au/backtowork](https://business.qld.gov.au/backtowork)**



**Queensland  
Government**