

Documents

Give your staff the tools they need to create and manage documents efficiently and boost your business today!

If your business documents are looking a little worse for wear, discover the fundamental benefits of effective document creation and management. Get the most out of your Microsoft Office or Google Docs platforms and start controlling documents with confidence.

Complete our Documents learning module and your staff will soon be reducing unnecessary storage space, enhancing document security, boosting your compliance and working smarter with documents.



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trispacetraining.com.au




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Micro Credentials mean your staff get the skills they need without having to complete a full qualification. Bonus! TriSpace training is a model designed to allow our trainers to appraise the learning needs of your staff (or recruits) and then design and deliver a tailored solution. You and your staff can choose whether to have a formal assessment and receive a Statement of Attainment or simply achieve improved productivity through skills acquisition.

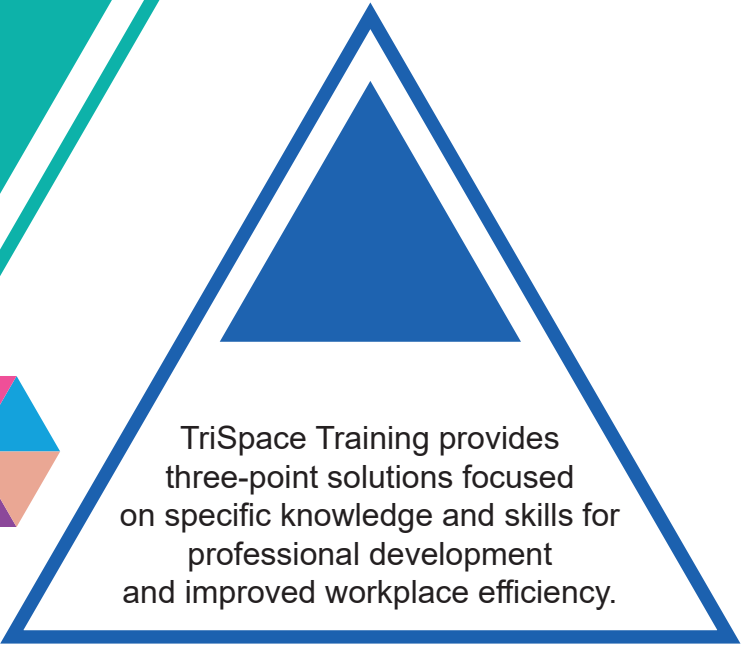
**For more information about how TriSpace can help you.
Please visit trispacetraining.com.au or call us today on 1300 885 680.**



TriSpace provides a wide variety of accredited and non-accredited units in packages that provide both choice and flexibility for your workplace.



TriSpace fills the gaps in your workers' capacity, giving them confidence for continuous improvement. Training through the strength of a partnership: Employer, Employee, Trainer.



TriSpace Training provides three-point solutions focused on specific knowledge and skills for professional development and improved workplace efficiency.

