

Pacific Training Solutions

ESSENTIAL IT SKILLS: DIGITAL POWER-UP FOR THE WORK PLACE



PACIFIC
TRAINING SOLUTIONS

COURSE DETAILS

Location: Tassiriki (Behind PVIS)

Duration: 5 Days Series
(6h a day/30h)

Fee: 25,000VT Per Series

LIMITED
SPOTS
AVAILABLE



Series 1: Microsoft Word

Series 2: Microsoft Excel

Series 3: Google Suite, PowerPoint
& Cloud Tools

WHAT WILL YOU LEARN?

- Build real-world computing confidence for today's workplace
- Learn to work efficiently, even with shared devices or limited internet
- Ideal for admin staff, job seekers, and small business owners
- Gain core digital skills to thrive in Vanuatu's workplace

WHAT'S INCLUDED IN THE COURSE?

- A comprehensive **Learner's Guide**
- Handouts and **activity sheets**
- **Support** from experienced, locally aware trainers
- Group discussions, roleplays, and **interactive activities**
- **Refreshments** during training days
- **Certificate** of completion

WHY CHOOSE THIS COURSE?

- **Quality training** that blends practical skills with real-world theory
- **Small group sessions** for better interaction and support
- Delivered by **experienced local trainers** who understand your challenges
- Focused on **real customer service jobs in Vanuatu**
- Builds confidence, communication, and **long-term career success**

**LEAD WITH
DIGITAL SKILLS,
EXCEL IN ANY
JOB**

