



FOR MORE INFORMATION

If you would like more information about how Otago Polytechnic can add value to your business, please visit our premises at the address below – or contact us to arrange a time for one of our staff members to visit you.

The Common Room and Business Hub

Corner of George and Bath Streets, Dunedin

Phone: 03 477 3626

Email: communitylearningcentre@op.ac.nz

Website: www.otagopolytechnic.ac.nz/enterprise

We also offer a range of business training opportunities through our Queenstown Community Learning Centre. Please see our contact details below.

COMMUNITY LEARNING CENTRES

Otago Polytechnic also offers a network of Community Learning Centres throughout the region which offer a range of part-time programmes, short courses and seminars.

South Dunedin

Corner Hillside Road and King Edward Street, Dunedin

Phone: 03 455 1768

Mosgiel*

116 Gordon Road

Phone: 03 484 7540

Cromwell

Molyneux Avenue

Phone: 03 445 9900

Queenstown

Bay Centre Mall – 62 Shotover Street

Phone: 03 441 3569

**Meeting room facilities and group training sessions are also available at this venue.*

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OTAGO

POLYTECHNIC

Te Kura Matatini ki Otago

NEW ZEALAND

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Telephone + 64 3 477 3014
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Freephone 0800 762 786

www.otagopolytechnic.ac.nz



The Common Room and Business Hub.

*Business facilities, services
and training right in the CBD.*

The Common Room.



The Common Room is your business hub – offering your business a range of facilities, services and training opportunities to assist you and your staff at an affordable price.

... All located at a convenient CBD location!!

We can provide your business with:

- A modern and spacious meeting room
- Two fully equipped computing suites with Microsoft software and printing facilities
- Video conferencing facilities
- Internet access – including SKYPE
- Catering
- An onsite café providing a range of quality beverages and light refreshments.

We can also provide you and your staff with a wide range of training opportunities which can be qualification based, and customised to suit the needs of your business. We also offer flexible delivery – training at The Common Room or offsite at your business premises.

Your Business Hub.



TRAINING OPPORTUNITIES

These include:

Business Administration

- Customer Service
- Business Transactions
- MYOB

Computing

- Microsoft Office Suite, including: Word, Excel and Outlook

First Line Management

- Supervisory Management
- Time Management
- Managing Interpersonal Conflict
- Team Building
- Health and Safety Planning

Hospitality Skills

- Sale of Liquor
- Food Safety
- Barista

Career Direction

- Interview Skills
- Customer Service
- Health and Safety
- Computer Skills
- CV Presentation

Assessment of Prior Learning

- Evaluation of past work and life experiences against established academic standards

Sustainable Practices

- Comprehensive learning for businesses, organisations and individuals to gain an understanding of how to move towards sustainable practice.

We also offer a range of short courses and seminars. Please visit our website for more details, and to register to receive regular updates by email.



OUR FACILITIES AND SERVICES

Video Conferencing

Our modern video conferencing facility will allow you to work sustainably – you can now connect with anyone, anywhere without the hassle and expense of travelling! You can hold meetings, conduct job interviews, deliver keynote addresses, train remote groups, communicate with sales teams – and much more.

Meeting Room

Our formal meeting room can comfortably seat 14 people. The room is equipped with video conferencing capabilities, a projector and internet access.

Computer Suites

Our ground floor suite offers 22 computers, colour printing, photocopying and internet access (including SKYPE). The suite is open to the public, but is also available for private hire on selected evenings and weekends. We also offer a smaller, private suite with 12 computers with internet access, plus a projector and a black and white printer. This suite is ideal for running your own training event.

Café and Catering

Through our café we offer freshly roasted coffee, tea, hot chocolate – as well as a range of cold drinks and snacks. We are also happy to provide you with morning and afternoon tea, and/or a range of lunch options with any facility booking.

Offsite Training

Not only can we provide your staff with a range of training opportunities at our fully equipped computer suites – we also offer a range of flexible offsite training options. Our staff are happy to come to your premises and use your facilities and equipment – or we can provide these for you. Please talk to one of our staff members about how we can provide you with training that suits the needs of your business.