



# Centre Management

## Professional Development Sources

### Digital Boost

Digital Boost is your free one-stop-shop with the expertise you need to future-proof your business. Whether you're new to digital tools, or looking to take them a step further, we'll show you how to take your business to the next level. Sign up to find out how to make the internet work for you.

Website: <https://digitalboost.business.govt.nz/>

### LinkedIn Learning

Expert-led courses across a variety of online class topics for every step of your career. Instructors with real-world experience. Over 18,200 courses and Learning Paths, with dozens more added each week. Topics include: time management, spreadsheets, data analysis, personal effectiveness.

Website: <https://www.linkedin.com/learning/>

*Note: your library may have free access to LinkedIn Learning just by knowing your library card number and PIN.*

### National Cyber Security Centre (UK)

Provides a Cyber Security Awareness Online Training that covers some top tips for staff to be aware of, or just for personal use. Covers four topics:

1. Defending yourself against phishing
2. Creating strong passwords
3. Securing your devices
4. Reporting incidents

Website: <https://www.ncsc.gov.uk/training/top-tips-for-staff-scorm-v2/scormcontent/index.html#/>

### Privacy Commissioner's eLearning

New Zealand's Privacy Commissioner has several online courses available online.

Potentially useful courses include:

- Privacy ABC
- Privacy Act 2020
- Reporting Privacy Breaches

Website: <https://elearning.privacy.org.nz/>