

# BSB40407 Cert IV in Small Business Management



## Your Business Management Qualification

Global Training Institute fits in with Your Company so that training has the least interruption to your critical activities.

Options include

- ✓ Practical workshops
- ✓ On job training and assessment
- ✓ Come to your worksite
- ✓ Freecall number for help
- ✓ Comprehensive learning material
- ✓ Self paced audio and visual material
- ✓ Recognition of your current and prior experience and learning
- ✓ No exams
- ✓ As a guide, qualification can be completed within 10 months

Our Trainers have a wealth of business, management and training experience. They have owned their own businesses and are members of the Australian Institute of Management.

Our Trainers are very 'hands-on' and 'practical', providing you with 'Real Solutions that give Real Results'.



Shane Botting –  
National Training Manager



Call 1800 998 500  
Australia Wide



**Discover and implement the strategies that will make a REAL difference to your small business...**

### If you wish to run a Small Business to its optimum potential, then this is the course for you.

Explore the key strategies that will enable you to run your business with real profits, smoothness and stand out from your competitors.

You will discover practical ways to ensure success in:

- ✓ Business Planning and Goal Setting
- ✓ Marketing and Sales
- ✓ Building Business Profits
- ✓ Creating Raving Customers
- ✓ Communicating
- ✓ Running Systems and Key Performance Indicators (KPI's)
- ✓ Working with Employees
- ✓ Understanding and Controlling Financials

Your Practical Small Business Management Course includes 10 Units

**BSBSMB404A Undertake Small Business Planning**

**BSBSMB406A Manage Small Business Finances**

**BSBSMB401A Establish Legal & Risk Management Requirements of a Small Business**

**BSBSMB402A Plan Small Business Finances**

**BSBSMB403A Market the Small Business**

**BSBSMB407A Manage a Small Team**

**BSBSMB405A Monitor and Manage Small Business Operations**

**BSBFIA402A Report on Financial Activity**

**BSBMKG413A Promote Products and Services**

**BSBCUS401A Coordinate Implementation of Customer Service Strategies**

Your trainers are all business owners in their own right. They will train you in how to implement the strategies, not just teach you what to do and why you should be doing it.

You will be working on and improving your current or future business as you develop a business plan for your business giving you direction for the next 2-5 years. You will also be able to transfer the skills and knowledge gained to other businesses and opportunities.

### Other participants' thoughts...

*"The course gets you to take a step back and look at the business from a different angle. Very beneficial."*

Amber Price, Classic Queenslanders

*"Great course to get new information and ideas. My staff are now excited with new goals to achieve and a path to get there."*

Luke Georgeson, Air Pro

*"Excellent course. We are putting new strategies into our business which has streamlined things, saving us money and freeing up our time."* Deanne Moore, Mobbs & Company Accountants

*"I now have more confidence in my business decisions – based on fact rather than instinct. I now keep better financial and sales records. I now think ahead and write down strategies and measure my success. Great course."* Helen Gosse, Computer Corner

### Included in this course:

- ✓ Your own personal Business Trainer/Mentor who is also an experienced manager and understands the 'real world'.
- ✓ Developing a practical Business Plan for your business
- ✓ Implementation sessions to help you implement the strategies
- ✓ Phone, fax, email support, Workbooks, Folder, Practical Templates for strategies...
- ✓ Attendance at 6 hands-on, practical 'Business Management Training Days'

## How to get funding for your Qualification ...

The Federal and State Governments are supporting the training of people wishing to gain Certificate IV and Diploma qualifications.

Each state has different funding options so give us a call to work out the best option for you.

**If you would like to take advantage of the available funding for your training, give us a call now on 1800 998 500.**