

BSB50207 Diploma of Business



Your Business 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 office...

If you are a Senior Office, Admin, HR, Sales or Marketing staff member and wish to develop your career or make improvements to your daily operations, then this is the course for you.

This Real Results program provides skills, knowledge and support to Senior Staff so that you can make improvements to your team, work area and daily performance.

Discover practical strategies to

- ✓ Improve your staff performance and morale
- ✓ Reduce your current daily frustrations
- ✓ Establish your goals and objectives
- ✓ Identify and monitor marketing strategies
- ✓ Monitor your business performance
- ✓ Manage human resources

Your trainers are all business owners and managers 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. So from the minute you walk out of the training room you will be able to apply what you have learnt and start making improvements.

Your Practical Business Course includes 8 Units and **may** include:

- BSBWOR501A Manage Personal Work Priorities and Professional Development**
- BSBLED502A Manage Programs that Promote Personal Effectiveness**
- BSBPNG501A Manage Projects**
- BSBADM502B Manage Meetings**
- BSBHRM506A Manage Recruitment, Selection and Induction Processes**
- BSBADM503B Plan and Manage Conferences**
- BSADM504B Plan or Review Administration Systems**
- BSBINM501A Manage an information or knowledge management system**

Other participants' thoughts...

"We are working 'on' our business. The training has given us motivation, accountability and information. We've changed our business heaps: put in place systems, pricing, working on the business more, and changing job descriptions to leverage our time. KPI reports and follow-ups keep you on track. We have mastered KPI reports, planned our budgets; finished incentive programs, Increased our profit by 8%. We are now much more in control. We definitely recommend this to others. It's invaluable. Puts you on track. Very relevant." Steve & Cheryl Eagle, Atlantis Fencing

"We have achieved many things in a short time. Vast improvements in profit, team building skills and general business acumen. Huge improvements in our credit management. A dramatic turnaround in our business structures and philosophies. Dramatic change in the culture and also physically within the business. I have now more positive mental attitude and greater control. I have reduced the time that I am required to work in the business. I have grown heaps personally. I would and do highly recommend this program." Glenn Crimmins Pacific Royale

Included in this course:

- ✓ Your own personal Business Trainer who is also an experienced business manager and understands the 'real world'.
- ✓ Developing practical procedures and systems for your role
- ✓ Implementation sessions to help you implement the strategies
- ✓ Phone, fax, email support, Workbooks, Folder, Practical Templates for strategies...

Participation Methods currently available:

- ✓ Recognition of Prior Learning
- ✓ Customised in-house for groups
- ✓ Distance
- ✓ On-Line (under development)

Funding options...

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

Call now on 1800 998 500.