

# BSB51107 Diploma of Management (Cert IV also available)



## Stress and Hassle Free

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

Process includes:

- ✓ Pre-training meetings to discuss your needs, outcomes sought, concepts to cover, training and assessment options that provide 'Real Results'
- ✓ Regular feedback and communication with organisers
- ✓ Recognition of current and prior experience and learning
- ✓ Options for training include
  - Practical workshops
  - On job training and assessment
  - Come to your worksite
  - Self paced material
  - Comprehensive learning material
  - No exams
  - Freecall number for help
- ✓ As a guide, qualification can be completed within 6-10 months

Our Trainers have a wealth of management and training experience. They:

- ✓ are members of the Australian Institute of Management
- ✓ have owned their own businesses
- ✓ have worked in management positions in private or government organisations.
- ✓ 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



## Have your skills recognized and gain your Management qualification...

**If you are an Experienced Supervisor or Manager and wish to have your skills recognized OR develop your career as a Manager OR improve your management skills, then this is the course for you.**

This Real Results program provides skills, knowledge, and support so that you can **make changes and have your company or department thriving.**

**Discover and implement the practical strategies that will make a REAL difference to:**

- ✓ Lead your team
- ✓ Increase your team's productivity
- ✓ Improve your staff performance and morale
- ✓ Have your staff doing what you want them to do
- ✓ Improve Bottom Line
- ✓ Reduce the time you need to put out 'emergency fires'

Your trainers are all 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.

Undertaking an Recognition of Prior Learning (RPL) process involves:

1. Working with your Assessor to show that you are competent in the units that make up the qualification (listed below).
2. Collecting work samples, referee testimonials and explaining your experiences to your assessor
3. If you can provide evidence that you are competent in a unit, you will not need to do any training or assessments for that unit.

### Comments from previous participants....

*'I found the training to be excellent in all areas and as such so easy to apply in the work situation. The activities were very interesting and reinforced the learning. I now understand how vital it is to communicate well in the work environment. The trainer's humorous manner and anecdotes added to the overall enjoyment.'* Pervina Wilkie, RSL

### 8 Practical units are required.

These units selected with your company, based on the needs of participants.

Popular management units include: (Select 8):

- BSBWOR502A **Ensure Team Effectiveness**
- BSBMGT502A **Manage People Performance**
- BSBMGT516A **Facilitate Continuous Improvement**
- BSBWOR501A **Manage Personal Work Priorities and Professional Development**
- BSBFIM501A **Manage Budgets and Financial Plans**
- BSBHRM402A **Recruit, Select & Induct Staff**
- BSBCUS501A **Manage quality Customer Service**
- BSBPMGT510A **Manage Projects**
- BSBMGT515A **Manage Operational Plan**
- BSBOHS509A **Ensure a Safe Workplace**

*"Insightful, useful material. Excellently presented. It is a useful course for all employees not just management. I now have an understanding of the importance of character (behaviour) types and how to utilise these in my work. It articulates things that you may have an idea about, but have never had explained."* Ksenia Sawczat, Australian Research Council Manager

### Participation Methods currently available:

- ✓ Recognition of Prior Learning
- ✓ Customised workshops for groups
- ✓ Distance
- ✓ On-Line

### Peace of Mind...

Global Training Institute is currently training supervision and management qualifications in most states in Australia and has been approved for Government Funding Contracts in QLD, WA and NSW.

### Funding Options...

The Federal and State Governments are supporting Diploma qualifications. Each state has different funding options so give us a call for further details.

Call Anne now on 1800 998 500.