



## BSB50215 | DIPLOMA OF BUSINESS

Is your next step leadership in business or starting your own business, then a BSB50215 Diploma of Business offers business skills and management subjects necessary to grow your career or build a business.

Develop your skills to lead a diverse team, learn modern operational planning techniques and the skills to coach, develop staff, set performance goals and resolve conflict.



**ACCREDITATION**

**NATIONALLY RECOGNISED AND ACCREDITED**

**DURATION**

**12 MONTHS SELF-PACED**

**COST**

**FEE FOR SERVICE : \$3,950**

**DELIVERY METHOD**

**ONLINE, WITH WEEKLY WEBINARS**

BSB50215 Diploma of Business is delivered fully online, online learning can be as demanding as classroom.

## TIPS FOR SUCCESSFUL ONLINE STUDY:

- ◇ Make sure you have the appropriate IT equipment
- ◇ Connect with your trainer constantly
- ◇ Book yourself time during the week to study
- ◇ Set short term goals as objectives, stay organised,
- ◇ do not procrastinate, **GET STARTED TODAY**

## TRAINING SUPPORT NATIONAL TRAINING PROVIDES INCLUDES:

- ◇ Fortnightly webinars, attend as many and as often as you want, all webinars are recorded and are available for later review.
- ◇ Monthly phone calls with your trainer
- ◇ Unlimited support via email or phone.

## AFTER ENROLMENT:

- ◇ Start working on the first group of units. Units are grouped to create logical sequences and maximise learning opportunities. Units of competency are made available to students one group at the time.
- ◇ Participate in webinars, get in touch with your trainer as much as you need

The nominal duration of the qualification is 12 months. In order to complete within the nominal duration you should plan for around 9 hours of study each week, this is an indication and may vary according to your level of existing skills and knowledge.

### MANAGE PEOPLE & PROFESSIONAL DEVELOPMENT

**BSBWOR501** Manage personal work priorities and professional development

**BSBWOR502** Lead and manage team effectiveness

### MEETINGS & CONFERENCES

**BSBADM502** Manage meetings

**BSBADM503** Plan and manage conferences

### WHS & SYSTEMS

**BSBINM501** Manage an information or knowledge management system

**BSBWHS401** Implement and monitor WHS policies, procedures and programs to meet legislative requirements

### BUSINESS PROCESSES & RECRUITMENT

**BSBADM506** Manage business document design and development

**BSBHRM506** Manage recruitment selection and induction processes

**APPLY NOW**