



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

COST

NORMAL COURSE FEE : \$3,950

Check the Website for
Current Specials

DELIVERY METHOD

ONLINE, FULL TRAINER SUPPORT

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

All qualifications are online and self paced, the amount of study required will vary according to your level of existing skills and industry knowledge, as a guide you should plan for 4-9 hours of study each week. It is a requirement of your enrolment to complete at least one unit every 90 days.

MANAGE PEOPLE & PROFESSIONAL DEVELOPMENT

BSBWOR501 Manage personal work priorities and professional development

BSBWOR502 Lead and manage team effectiveness

MEETINGS & PAYROLL

BSBADM502 Manage meetings

BSBFIM502 Manage payroll

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

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