

Workshop Schedule 2013 – North & North-West

Workshops run 8.45 – 4pm unless noted otherwise

Note: Core/Group units are identified for easy referencing; Certificate IV units are in *italics* and noted if *core*.
 Eight units in total must be chosen for the Diploma Qualification. Five (5) elective units from Group A units must be chosen for the Diploma Qualification with a maximum of one (1) unit selected from either a Certificate IV or Advanced Diploma qualification.
 (PSP) identifies Public Sector unit.

Date	Unit	Venue
25 & 26 Feb	BSBRES401A Analyse and present research information BSBWRT401A Write complex documents	Devonport B2-07
Wed 27 Mar	BSBMGT502B Manage people performance (Group A)	Alanvale Campus A2-11/12/13
Thurs 18 April	BSBWOR502B Ensure team effectiveness (Group A) <i>BSBWOR402A Promote team effectiveness (core)</i>	Alanvale Campus A2-11/12/13
Tues 21 May	BSBLED501A Develop a workplace learning environment (Group A) <i>BSBLED401A Develop teams and individuals</i>	Alanvale Campus A2-11/12/13
Wed 29 May	<i>BSBMGT401A Show leadership in the workplace (core)</i>	Alanvale Campus A2-11/12/13
Wed 19 June	<i>BSBWOR401A Establish effective workplace relationships</i> <i>(BSBFLM403B Implement effective workplace relationships (PSP))</i>	Alanvale Campus A2-11/12/13
Tues 30 & Wed 31 July	BSBMGT515A Manage operational plan (Group A) <i>BSBMGT402A Implement operational plan (core)</i>	Alanvale Campus A2-11/12/13
Tues 3 rd & Wed 4 th Sept	BSBOHS509A Ensure a safe workplace <i>BSBOHS407A Monitor a safe workplace (core)</i>	Alanvale Campus A2-11/12/13
Thurs 10 th & Fri 11 Oct	BSBR501B Manage risk (Group A) <i>BSBR501A Identify risk and apply risk management processes</i>	Alanvale Campus A2-11/12/13
7th and 8th Oct Hobart only	BSBCMM401A Make a presentation	Hobart
Wed 6 th & Thurs 7 th Nov	BSBPMG510A Manage projects (Group A)	Alanvale Campus TBA
Tues 19/11	BSBMGT516C Facilitate continuous improvement (Group A) <i>BSBMGT403A Implement continuous improvement</i>	Alanvale Campus TBA
Tue 10 th Dec	BSBCUS501C Manage quality customer service (Group A) <i>BSBCUS401B Coordinate implementation of customer service strategies</i>	Alanvale Campus TBA

For further information or to register to attend a workshop, please contact:

Essential Training Services - South

Phone: (03) 6421 5562

Email: Jacqueline.Murfet@skillsinstitute.tas.edu.au

Within 7 working days of receiving your registration, we will email you to confirm your place in the workshop and reconfirm 14 days prior to the workshop to provide further details of pre-workshop reading and location.