

**BSB51107 Diploma of Management**  
**BSB40807 Certificate IV in Frontline Management**

**Workshop Schedule 2013 – South**

**Workshops run 9am – 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.

<b>Date</b>	<b>Unit</b>	<b>Venue</b>
Mon 4 <sup>th</sup> March Tue 5 <sup>th</sup> March	BSBRES401A Analyse and present research information BSBWRT401A Write complex documents	Clarence Campus B2-01
Tue 19 <sup>th</sup> March	BSBMGT502B Manage people performance (Group A)	Clarence Campus TBA
Tue 16 <sup>th</sup> April	<i>BSBMGT401A Show leadership in the workplace (core)</i>	Clarence Campus B2-06
Tue 21 <sup>st</sup> May	BSBWOR502B Ensure team effectiveness (Group A) <i>BSBWOR402A Promote team effectiveness (core)</i>	Clarence Campus B2-06
Tue 28 <sup>th</sup> May	BSBLED501A Develop a workplace learning environment (Group A) <i>BSBLED401A Develop teams and individuals</i>	Clarence Campus B2-06
Tue 25 <sup>th</sup> June	<i>BSBWOR401A Establish effective workplace relationships</i>	Clarence Campus B2-06
Tue 30 <sup>th</sup> July Wed 31 <sup>st</sup> July	BSBMGT515A Manage operational plan (Group A) <i>BSBMGT402A Implement operational plan (core)</i>	Clarence Campus TBA
Tue 27 <sup>th</sup> Aug	BSBOHS509A Ensure a safe workplace <i>BSBOHS407A Monitor a safe workplace (core)</i>	Clarence Campus TBA
Tue 24 <sup>th</sup> Sep	BSBR501B Manage risk (Group A) <i>BSBR501A Identify risk and apply risk management processes</i>	Clarence Campus TBA
7 <sup>th</sup> October 8 <sup>th</sup> October	BSBCMM401A Make a presentation	Clarence Campus TBA
Mon 28 <sup>th</sup> Oct Fri 1 <sup>st</sup> Nov	BSBPMG510A Manage projects (Group A)	Clarence Campus TBA
Tue 12 <sup>th</sup> Nov	BSBMGT516C Facilitate continuous improvement (Group A) <i>BSBMGT403A Implement continuous improvement</i>	Clarence Campus TBA
Tue 3 <sup>rd</sup> Dec	BSBCUS501C Manage quality customer service (Group A) <i>BSBCUS401B Coordinate implementation of customer service strategies and BSBCUS402B Address customer needs</i>	Clarence Campus TBA

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

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