Great benefits for you – increase your skills and gain a Nationally Recognized Qualification! Global Training Institute (RTO No 31192) is requesting places from Construction Skills QLD to deliver QLD Construction Industry workers with funded qualifications in 2013-2014.

**FUNDED Qualifications**
- Certificate IV in Small Business Management BSB40407
- Certificate IV in Project Management Practice BSB41513
- Diploma in Project Management BSB51413
- Diploma of Business BSB50207/Diploma of Management BSB51107

**Delivery of Funded Qualifications by Global Training Institute**
- Certificate IV in Small Business Management – only $500 after funding from CSQ
- Certificate IV in Project Management BSB41513 – only $500 after funding
- Diploma in Project Management BSB51413 – only $500 after funding
- Diploma of Business BSB50207 – only $500 after funding

**Dual qualifications:**
- Diploma of Business BSB50207 + Diploma of Management BSB51107 only $500 after funding

NB. The second qualification is special bonus offer Valued $2700 and provided conditional that the funded qualification is completed within the funding time and additional units are completed within 4 months of finishing the funded qualification.

**Course Length:** Complete by end November 2014. Graduate in November 2014.

**Course investment - Individuals:**
- Construction Skills QLD Funding - paid to Global Training Institute only after units are completed +
- BSB qualifications - Small administration fee of $500. This will be charged with your enrolment to cover your resources, administration etc.
- Missed Appointment fee – $40 per missed appointment with your Trainer at the agreed time, place, number, 24 hrs notice of change to be given.

**Individuals - How the Course will Run:**
No time needed off work; No need to attend workshops or classes, No exams; No essays
1. **Recognition of Prior Learning Process (RPL)** – If you can show that you are competent in that unit, you will not need to complete assessments for that unit. You will need to answer questions and collect workplace documents.
2. **Training plan** and preferred training method worked out with participants
3. **Training** includes videos of workshops, resource materials, webinars, phone, email support. May also include workplace visits and phone sessions. Access to computer and internet required (to gain assessment feedback). Only very basic computer skills required.
4. **Completion of practical projects** as assessments (work based where possible)
5. **Qualification awarded** at Graduation Ceremony or posted (2 Graduation tickets provided)

“Great course. The content was well suited to our management roles. It reinforces good processes for the workplace. Thanks.”
Andrew Dunbar – Manager Abigroup

Some of the recent Graduates
Company Training Programs – Designed with Individual Company. Call to Anne to discuss 1800998500

How your Program can be delivered:

1. **In-House Company Training** – Workshops delivered in-house just for your company (minimum 6 people required) Participants also have access to all features from Individual Training option.
2. **Facilitated In-house Training** – Training Videos and assessments provided. Your company facilitates the training sessions – great for wet weather days, speciality training sessions (eg OHS company specific) You walk your people through the training videos and assessments. Participants also access all features from Individual Training Option.
3. **Individual Training** – You nominate individuals from your company and we train and assess them. Training includes videos of workshops, resource materials, webinars, phone, email support. May also include workplace visits and phone sessions. Everyone must have access to a computer to see their assessment feedback.

NB. All delivery methods are currently being used with Civil Companies from around Australia.

**Workshops** – usually 6-9 days required depending upon the qualification

Workshops will be spaced throughout the course with assessments started at workshops and completed in-between workshops.

**How to take advantage of this great opportunity:**

Join hundreds of others from around Australia completing qualifications with Global Training Institute

1. Read the course flyer and discuss with your Learning Coordinator, Supervisors and Managers
2. Invite others to join you
3. Give us a call with any questions – **1800 998 500** or email dir@globaltraining.edu.au
4. Complete and return the attached Expression of Interest form

We look forward to working with you, as you gain your qualifications and celebrate with you at Graduation.
Stress and Hassle Free
In-house programs + workplace visits available
No contact hours necessary
Study any time – day or night
Your own Trainer and Support Staff
Practical Resources
No Exams
Workbased Project Assessments
Strong support – phone, email, webinars...

Real Solutions with Real Results
As a guide, qualification can be completed within 6-10 months
Our Trainers have had extensive experience in both civil construction and training.
Our Training Manager, Shane holds an Associate Diploma in Civil Engineering as well as a Bachelor of Engineering (Civil Structural), with Main Roads and private experience.

Shane is very ‘hands-on’ and ‘practical’ coming from a labouring background.

Gain new Project Management skills...

Experienced Project Managers…
Have your skills and experience recognized towards a Nationally Recognized qualification - BSB51413 Diploma of Project Management.

If you are involved in managing building, construction or civil projects, you can NOW gain further skills in project management and have your previous experience recognized towards a formal qualification.

Discover and implement the practical strategies that will make a REAL difference to:
- Delivering projects on-time and in-budget
- Increase your project teams productivity, performance and morale
- Have your staff doing what you want them to do
- Reduce the time you need to put out ‘emergency fires’

Practical Units in Diploma
12 Units required.
- Manage Project Time BSBPMG512A
- Manage Project Cost BSBPMG514A
- Manage Projects Quality BSBPMG513A
- Manage Project Risk BSBPMG517A
- Manage Project Integration BSBPMG521A
- Manage Project Procurement BSBPMG518A
- Manage Project Scope BSBPMG511A
- Manage Project Information and Communication BSBPMG516A
- Manage Project Human Resources BSBPMG515A
- Ensure Team Effectiveness BSBWOR502A
- Manage Personal Work Priorities and Professional Development BSBWOR501A
- Facilitate Continuous Improvement BSBMGT516C

Course includes:
- Recognition of experience and prior learning
- Study of PMBOK Project Management topics
- Online Learning & Resources /Workbooks
- Workplace Visits
- Project Management Book and templates
- Recorded Webconferences, practical resources

Comments from participants:
“I was very happy with the structure and presentation style used for the course. The knowledge can be applied to civil works. The workshops were very enjoyable – a good blend of information and fun discussions. The Trainers were very good at allowing all students to comprehend the course. The learning’s also have benefits outside of work.” Tony Grey – Executive - Golding Contractors

“Great Course. Very good for me! Excellent course content and presentation. Very good Trainer – he presents very well and is easy to understand. I have learnt new knowledge and I now have the skills to plan and prioritize better, manage projects... The information around risk management is invaluable – the types of risks and the mitigation needed. Very good training. Very beneficial to project management roles.” Dave McDonald. Manager Ellis Profiling.

Entry Requirements
Participants Must:
- have experience in managing complex projects*
- have access to a workplace where you are able to manage a project from investigation to closeout
- motivation and a strong reason to complete and gain your qualification
- have good communication skills
- be computer literate
- must have access to email and internet

A complex project is:
- any project greater than $50,000,
- Schedule time greater than 1 month Needs a project manager
- Has a high business impact with an organisational wide communication strategy
- Multiple levels stakeholders (board members, executive managers, 3rd party providers, team members
- , functional managers, internal/external parties)
- Has formal reporting, documents, plans...

Call Global Training Institute NOW on 1800 998 500 to reserve your place
BSB50207 Diploma of Business
Funded

Stress and Hassle Free
In-house programs + workplace visits available
No contact hours necessary
Study any time – day or night
Your own Trainer and Support Staff
Practical Resources
No Exams
Workbased Project Assessments
Strong support – phone, email, webinars...

Real Solutions with Real Results
As a guide, qualification can be completed within 6-10 months

Our Trainers have a wealth of business, management and training experience. They have owned their own businesses and are members of the Australian Institute of Management.

Our Trainers are very ‘hands-on’ and ‘practical’, providing you with ‘Real Solutions that give Real Results’.

Develop your Career in Business, HR, Administration...

If you are a Senior Office, Administration, Contract Administrator, Human Resources staff member or Business Owner and wish to develop your career or make improvements to your daily operations, then this is the course for you.

This Real Results program provides skills, knowledge and support to Senior Staff so that you can make improvements to your team, work area and daily performance.

Choose specialty areas of
- Administration
- Human Resource
- Contract Compliance
- Business Owner

Develop and implement the strategies that will make a REAL difference to your office...
- Manage projects
- Reduce your current daily frustrations
- Establish your goals and objectives
- Make improvements to processes and systems
- Create an innovative work environment
- Turn staff into a ‘team’
- Manage meetings effectively

Step 1 – Recognize your Experience (RPL)
Have your experience recognized. Through a simple, friendly process, you may find that you can provide work samples and shorten the number of units that you have to complete.

Step 2 – Participate in Training to match the units you still need to complete. Gain new skills and practical strategies. Training options:
- Phone sessions
- Videos/Online
- Workshops (min numbers needed)
- In-house company training

Step 3 - Complete Practical Projects as assessments – no exams or essays

8 Units Required:
- Administer Contracts LGACOM401A
- Manage Projects (BSBPMG510A)
- Ensure Team Effectiveness (BSBWOR502B)
- Implement Continuous Improvement (BSBMGT403A)
- Manage Personal Work Priorities (BSBWORS501B)
- Manage an Information or Knowledge Management system (BSBINM501A)
- Manage Meetings (BSBADM502B)
- Plan or Review Administrative Systems (RSPADM502A)

Comments from others...
“There was excellent team support from the offices staff, trainers and assessors! This course was able to provide a significant amount of personal growth for me starting business. I would definitely recommend this program/training to others for the full support that other RTO’s don’t give out as well.” Bambie Bridges

“I did all my assessments for my Diploma relating to my business. I realized during the course that I had good business ideas. The course was really helpful to teach me how to lay out my business ideas, record them in my business plan. I then learnt how to take these ideas and set them out in a step-by-step process to get better direction and have them repeatable. The course helps you to set up your business so you can free up your time.” Lionel Harris Multi-Business owner.

“The course helps restore enthusiasm and gets you to look at improving your management and business skills.” James Fowke

Included in this course:
- Recognition of Prior Learning
- Assessments will be developing practical procedures and systems for your role
- Narrated workshops online
- Practical templates, business resources
- Your own Member Support person and Management Trainer who are also experienced business managers and understand the ‘real world’
- Phone sessions with Trainer
- Phone, fax, email support …

Peace of Mind...
Global Training Institute is currently training administration and field staff with civil and construction companies throughout Australia. Gain your Qualifications to get the ‘Pat on the Back’ you deserve, gain new skills and knowledge or open up new employment opportunities – you choose!

EOI for Funded places required
Call Global Training Institute NOW 1800 998 500 to develop your career.

Shane Botting Training Manager

Call 1800 998 500

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Our Trainers are very ‘hands-on’ and ‘practical’, providing you with ‘Real Solutions that give Real Results’.

Develop your Career in Business and Management
If you are a Manager or Supervisor and you would like to gain further skills in Management and Business, then this is the course for you.
This Real Results program provides skills, knowledge and support to Senior Staff so that you can make improvements to your team, work area and daily performance.
Discover and implement the strategies that will make a REAL difference to your...
✓ Leading your team
✓ Managing projects
✓ Making improvements to processes and systems
✓ Turn staff into a ‘team’
✓ Managing meetings effectively
✓ Improve your staff performance, productivity and morale
✓ Have your staff doing what you want them to do
✓ Reduce the time you need to put out ‘emergency fires’

Step 1 – Recognize your Experience (RPL)
Have your experience recognized. Through a simple, friendly process, you may find that you can provide work samples and shorten the number of units that you have to complete.

Step 2 – Participate in Training to match the units you still need to complete. Gain new skills and practical strategies. Training options:
✓ Videos/Online
✓ Workshops (min numbers needed)
✓ In-house company training

Step 3 - Complete Practical Projects as assessments – no exams or essays
8 Units Required:
✓ Manage Meetings (BSBADM502B)
✓ Plan or Review Administrative Systems (BSBADM504A)
✓ Manage Recruitment, Selection and Induction Processes (BSBHRM506A)
✓ Manage Personal Work Priorities (BSBWOR501B)
✓ Manage Risk (BSBRSK501A)
✓ Manage Projects (BSBPMG5050A)
✓ Manage an Information or Knowledge Management system (BSBINM501A)
✓ Implement Continuous Improvement (BSBMGT403A)
✓ Ensure Team Effectiveness (BSBWOR502B)
✓ Manage Budgets and Financial Plans (BSSBFIM502A)

Comments from others...
“The course is all good. Great practical information to incorporate into the workplace. It provides resources and promotes thinking outside the square! Course gives a structured guide to managing and project management, with effective techniques to use in the workplace.”
Matthew Potter Lismore City Council. Trades Supervisor

“So/5! Good, helpful support team. Made a significant impact on my work in every aspect.”
Warren Hutley Hutchinson Builders

“Overall 5/5! The support team was very good and helpful. The course gave me a better view on my personal professionalism. The staff are all very professional and experienced and overall very helpful. Managers and Supervisors could greatly benefit from this training program.”
Nigel Foster

Included in this course:
✓ Recognition of Prior Learning
✓ Assessments will be developing practical procedures and systems for your role
✓ Narrated workshops online
✓ Practical templates, business resources
✓ Your own Member Support person and Management Trainer who are also experienced business managers and understand the ‘real world’
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Call Global Training Institute NOW 1800 998 500 to develop your career.
Gain new Project Management skills...

Recommended for...
**Project Coordinators and Project Team Members who:**
- Implement project management plans and assist in achieving a project’s objectives
- Report the outcomes of a project to a higher authority in your organisation
- Experienced Project Team Members, lacking formal qualifications

Discover and implement the practical strategies that will make a REAL difference to assisting in:
- Delivering projects on-time and in-budget
- Increase your project teams productivity, performance and morale
- Reduce the time you need to put out ‘emergency fires’

Becoming qualified in a Certificate IV in Project Management is now considered a MUST have for a lucrative career in Project Management.

Experienced people consider getting your Project Management skills recognized.

9 **Practical Units Required**
- Apply Project Scope-Management Techniques BSBPMG409A
- Apply Project Time-Management Techniques BSBPMG410A
- Apply Project Cost-Management Techniques BSBPMG412A
- Apply Project Quality-Management Techniques BSBPMG411A
- Apply Project Human Resources Management Approaches BSBPMG413A
- Apply Project Information Management and Communications Techniques BSBPMG414A
- Apply Risk-Management Techniques BSBPMG415A
- Apply Project Procurement Procedures BSBPMG416A
- Apply Project life cycle management processes BSBPMG417A

**Entry Requirements**
**Participants Must:**
- have experience in participating in a project team managing complex projects*
- have access to a workplace where you are able to participate in a complex project from investigation to closeout
- motivation and a strong reason to complete and gain your qualification
- have good communication skills
- must have access to email and internet

A **complex project is:**
- any project greater than $50,000,
- Schedule time greater than 1 month Needs a project manager
- Multiple levels stakeholders (board members, executive managers, 3rd party providers, team members, functional managers, internal/external parties)
- Has formal reporting, documents, plans...

**Course includes:**
- Recognition of experience
- Study of PMBOK Project Management topics
- Online Learning & Resources
- Workshops (min numbers required)
- Track progress of your assessments online
- Phone, fax, email support
- No off the job or contact hours necessary
- Assessments based on your current projects or case studies
- Project Management Book and templates
- Practical resources

**Future Job roles may include:**
- Project Coordinator
- Project Management Officer
- Project Team Member
- Project or Program Administrator.

**Investment:** Only $500 after funding from Construction Skills Qld Training Fund

Call Global Training Institute NOW on 1800 998 500 to reserve your place