Gain your Civil, Business, Management and Project Management Qualifications –

Apply as an individual or organize a Company In-house Program

**FUNDING towards higher level qualifications in Civil and Building Construction**

**APPLY NOW for places**

- Certificate IV in Civil Construction Supervision RII40712 – Value $6210
- Diploma of Civil Construction Management RII50409 – Value $9720
- Advanced Diploma of Civil Construction RII60609 – Value $11700
- Certificate IV in Project Management Practice BSB41513
- Diploma in Project Management BSB51413
- Diploma of Business BSB50207
- Certificate IV in Small Business Management BSB40407

Our Training Organisation, Global Training Institute (RTO No 31192), is applying to be contracted again by Construction Skills QLD to deliver the above funded qualifications for QLD workers

We are seeking Expressions of interest so we can apply for numbers with Construction Skills QLD now.

**Delivery of Funded Qualifications by Global Training Institute**

- Certificate IV in Project Management Practice BSB41513 – only $500 after funding from CSQ
- Diploma in Project Management BSB51413 – only $500 after funding
- Diploma of Business BSB50207 – only $500 after funding
- Certificate IV in Small Business Management BSB40407 – only $500 after funding

**Dual qualifications:**

- Certificate IV in Civil Construction Supervision RII40712+ Cert IV in Frontline Management - $500 deposit after funding
- Diploma Civil Construction Management RII50409 + Diploma of Management $500 deposit
- Advanced Diploma of Civil Construction RII60609 + Advanced Diploma of Project Management or Advanced Diploma of Management - $500 deposit
- Diploma of Business + Diploma of Management - $500 after funding

NB. The second qualification is special bonus offer Valued $2700 and provided conditional that the funded qualification is completed by the 30th November 2014. Any additional units are completed within 3 months of finishing the funded qualification.

**Course Length:** Expect Start in October 2013, Complete by end November 2014. Plan to graduate in November 2014.

**How places will be gained:**

We are taking names of individual people and company training programs now. When we have contracts and numbers, places will be allocated to people who are working in positions that relate to the qualification (as you need to gain workplace documents and do projects in the workplace for assessments). You need to be working in QLD or be a permanent resident in QLD.

As funded places are limited, successful participants need to be committed to completing the qualification (as they are taking the place of someone else who would have really wanted it).

**Course investment - Individuals:**

- Construction Skills QLD Funding - paid to Global Training Institute only after units are completed +
- BSB qualifications - Small administration fee $500. This will be charged with your enrolment to cover your resources, administration etc.
- RII qualifications - Completion commitment deposit - $500 p/p. This will be charged with your enrolment to cover your resources, administration etc. This will be refunded to you providing you 100% complete the course by the 30th November 2014.
Great course. The content was well suited to our Civil management roles. It reinforces good processes for the workplace. Thanks.
Andrew Dunbar – Manager Abigroup
Gain 2 Practical Supervision Qualifications

Supervisors, Foreman, Gangers and Leading Hands can gain further skills in coordinating their working team, and get their current experienced recognized.

Discover and implement the strategies that will make a REAL difference.

- Improve work performance, productivity, innovation and morale
- Increase staff retention
- Increase bottom line
- Smoother running teams
- Better communication …

Step 1 – Recognize your Experience (RPL)
Have your Civil Supervision experience recognized towards these qualifications. 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 with Trainer
- 2 - 3 x 1day sessions with your Trainer
- Online + on USB so you can work on your computer when you don’t have internet
- Videos (great for afterhours or wet days)
- Workshops (min numbers needed)

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

12 Units in the Cert IV Civil Supervision:
- Show Leadership in the Workplace BSBMGT401A
- Implement Operational Plan BSBMGT402A
- Monitor a Safe Workplace BSBOSH407A
- Supervise Civil Works RIICWM401A
- Apply Site Risk Management Systems RIIRIS401A
- Promote Team Effectiveness BSBWOR402A
- Supervise Civil Works Contractors RIICWM402A
- Develop Work Priorities BSBWOR404A
- Implement Continuous Improvement BSBMGT403A
- Administer Contracts LGACOM401A
- Implement workplace information system BSBINM401A
- Prepare civil works bill of quantities

That’s not all…
Gain a second qualification at the same time FREE…
BSB40812 Certificate IV in Frontline Management

Comments from other QLD Civil Participants...
“Excellent! Very informative and I will change heaps as a result of the training.” Kahu William Hack. Fulton Hogan

“Excellent. Others should do this course to better their knowledge around civil and being a supervisor/foreman.” Shannon Clelland. Golding Contractors

“The whole course was excellent, it definitely advances you. I have learnt how to be better and become successful. I will now ask more questions at work, am more aware of my OHS and risk responsibilities and make more effective use of my time. Yep, Yep I would definitely recommend it to other Civil Supervisors.” David Minchin Civil Supervisor

“I have become more proactive in my role as a result of the training. I am more positive with the people I work with and much more aware of safety and risk management. I am enjoying the course and look forward to learning more.” David Fletcher Supervisor Bielby Constructions

Investment…
This qualification is funded by Construction Skills Qld, so your investment is only a $500 refundable deposit, paid at commencement and refunded if you complete in the funded timeframe (prior to 30 November 2014).

Gain your Qualifications to get the ‘Pat on the Back’ you deserve.

Call Global Training Institute NOW 1800 998 500 to gain one of the limited places and advance your career.
Gain new skills and 2 Management Qualifications…

Civil Foreman, Supervisors, Managers…

If you supervise more than 5 people, you can NOW gain further skills in management and have your previous experience recognized towards formal qualifications.

Discover and implement the practical strategies that will make a REAL difference to:
- Lead your team
- Increase your 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'

Step 1 – Recognize your Experience (RPL)
Have your Civil Management + Supervision experience recognized towards these qualifications. 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 (great for afterhours or wet days)
- Workshops (min numbers needed)
- Online
- In-house company training

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

Examples of Practical Units in Diploma
13 Units required*  
Implement civil construction plans RIICWM501A  
Implement and maintain environmental management plan RIIENV501A  
Implement, monitor and develop quality management plans RIIQQUA501A  
Implement and maintain management systems to control risk RIIRIS501A  
Ensure a safe workplace BSBOHS509A  
Ensure team effectiveness BSBWOR502A  
Administer Contracts LGACOM401A  
Prepare civil works cost estimate RIICWM503A  
Prepare civil works bill of quantities RIICMW504A  
Prepare civil works schedule of rates RIICWM505A  
Manage personal work priorities and professional development BSBWOR501A  
Facilitate continuous improvement BSBMGT516A  
Manage budgets and financial plans BSBFIM501A

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!

Call Global Training Institute NOW
Advanced Diploma of Civil Construction – RII60609 +
Advanced Diploma of Project Management – BSB60707
FUNDED

Practical Skill Development
Your own Trainer and Support Staff
Workshops, Online, Workbooks
Strong support – phone, email, webinars, newsletter…
Practical Resources
No Exams
Workbased Project Assessments
No off job hours necessary if not company program

Real Solutions with Real Results
As a guide, qualification can be completed within 6-9 months
Our Trainers have had extensive experience in civil construction, project management and training. Our specialist project manager trainers have all managed projects worth $millions.

FUNDED Civil and Project Management Qualifications…

Very experienced Civil Managers, Project Managers, Superintendents, Engineers, Owners…

Have your skills and experience recognized towards a Nationally Recognized qualification – RII60609 Advanced Diploma of Civil Construction Management and also an Advanced Diploma of Project Management.

Course includes:
✓ Recognition of experience and prior learning
✓ Online Learning & Resources /Workbooks
✓ Workshops (min numbers required)
✓ Project Management Book and templates
✓ Webinars
✓ Practical resources
✓ Gain new ideas and strategies.

Advanced Diploma of Civil Construction
12 Units required,
Core Units (everyone must do)
Establish and maintain the OHS management system RII0HS601A
Provide Leadership across the Organisation BSBMGT605A
Establish and maintain the environmental management system RIIENV601A
Establish and maintain a quality system RIIQQUA601A
Establish and maintain the risk management system RIIIRIS601A
Establish civil construction plans RIIICWM601A

6 Electives Required
Prepare civil works cost estimate RIIICWM503A
Prepare civil works bill of quantities RIIICWM504A
Prepare civil works schedule of rates RIIICWM505A
Direct Risk management of a project program BSBP6M50A
Direct Quality management of a project program BSBP6M60A
Direct Cost Management of a project program BSBP6M60A
RIICWM402A Supervise Civil Works Contractors (if already completed estimating units)

This course is very ‘Practical’ – gain new ideas and strategies.

Advanced Diploma of Project Management
+ Gain a 2nd qualification at the same time…

Advanced Diploma of Project Management
Extra Units Required
Direct the integration of projects BSBP6M601A
Direct the Scope of a project Plan BSBP6M602A
Direct Time Management of a project program BSBP6M603A
Direct Human Resource management of a project program BSBP6M606A
Direct Communications management of a project program BSBP6M607A
Direct Procurement and contracting for a project program BSBP6M609A

Entry Requirements
Participants Must:
✓ have a 5+ years of experience in managing projects and civil construction
✓ have good communication skills
✓ be computer literate with email and internet
For the Project Management option:
✓ must have experience in managing and directing - multiple projects or complex projects that have multiple project leaders on them
✓ Participants must complete Civil Qualification before Project management qualification will be awarded.

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!

“All aspects of the training program were well done. I would recommend it due to its practicality. The units in the course were made very useful in my work as a project manager. Communication management was very helpful in the process of developing my work skills.” Colin Gurullawela

BE QUICK – Apply NOW for Funded Places.

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Call Anne now on 1800 998 500 to reserve your funded place.
Advanced Diploma of Civil Construction – RII60609 +
Advanced Diploma of Management – BSB60407
FUND ED

Practical Skill Development
Your own Trainer and Support Staff
Workshops, Online, Workbooks

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Workbased Project Assessments

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Our Trainers have had extensive experience in civil construction, project management and training. Our specialist project manager trainers have all managed projects worth $millions.

Gain Advanced Civil and Management Qualifications...

Very experienced Civil Managers, Project Managers, Superintendents, Engineers, Owners...

Have your skills and experience recognized towards a Nationally Recognized qualification – RII60609 Advanced Diploma of Civil Construction Management and also an Advanced Diploma of Management

Course includes:
- Recognition of experience and prior learning
- Online Learning & Resources /Workbooks
- Workshops (min numbers required)
- Management Book and templates
- Webinars
- Practical resources
- Gain new ideas and strategies.

Advanced Diploma of Civil Construction
12 Units required
Core Units (everyone must do)
- Establish and maintain the OHS management system RII0601A
- Provide Leadership across the Organisation BSBMGT605A
- Establish and maintain the environmental management system RIIENV601A
- Establish and maintain a quality system RIIQQUA601A
- Establish and maintain the risk management system RIIIRIS601A
- Establish civil construction plans RIIICW601A

6 Electives Required
- Develop and Implement a Business Plan BSBMGT617A
- Prepare civil works cost estimate RIIICW503A
- Prepare civil works bill of quantities RIIICW504A
- Prepare civil works schedule of rates RIIICW505A
- Supervise Civil Works Contractors RIIICW402A
- Manage Innovation and continuous Improvement BSBMGT608A
- Monitor and Manage Small Business Operations BSBMBSB405A

This course is very ‘Practical’ – gain new ideas and strategies.

Advanced Diploma of Management
+ Gain a 2nd qualification at the same time...

+ Advanced Diploma of Management
Extra Units Required
- Manage Organisation Change BSBINN601A
- Develop and Implement Strategic Plans BSBMGT616A
- Manage Risk BSBRSK510A

Entry Requirements
Participants Must:
- have a 5+ years of experience in managing within civil construction
- be working in a matching civil role with access to workplace to do assessments
- be prepared to develop systems, policies and procedures
- have good communication skills
- be computer literate with email and internet

For the Management option:
- must be in a current position to implement change, continuous improvement, provide leadership ie implement the units from the course

NB. Participants must complete Civil Qualification before Management qualification will be awarded.

“Great to improve knowledge around team leadership and how to implement more communication.” – Anton Guth

“I was not disappointed, this course was very thorough. The whole thing really structured and formalised what I have been doing professionally. The RPL made me think about aspects I was already doing without realising it. I have already recommended this to many other colleagues. Very well done.” – Geoff Spencer

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!

*This training program is funded by Construction Skills Qld

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Work based 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

Shane Botting Training Manager

Call 1800 998 500
BSB41513 Certificate IV in Project Management Practice

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

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

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...

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- 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

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Shane Botting Training Manager

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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

Discover 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 (BSBWOR501B)
- Manage an Information or Knowledge Management system (BSBINM501A)
- Manage Meetings (BSBADM502B)
- Plan or Review Administrative Systems (R5RADM501A)

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!

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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)
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- 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 (BSBPMS510A)
- Manage Information or Knowledge Management system (BSBINM501A)
- Implement Continuous Improvement (BSBMGT403A)
- Ensure Team Effectiveness (BSBWOR502B)
- Manage Budgets and Financial Plans (BSBFIM502A)

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

“5/5! 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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