



COURSE SCHEDULE



BSB50120 - DIPLOMA OF BUSINESS

TRAINING FORMAT - 12 class sessions, homework & e-learning resources and materials accessible 24/7

DIPLOMA UNIT	DURATION
BSBCRT511 - Develop critical thinking in others	1 day face to face - 9am - 4pm
BSBFIN501 - Manage budgets and financial plans	1 day face to face - 9am - 4pm
BSBOPS501 - Manage business resources	1 day face to face - 9am - 4pm
BSBSUS511 - Develop workplace policies and procedures for sustainability	1 day face to face - 9am - 4pm
BSBXCM501 - Lead communication in the workplace	1 day face to face - 9am - 4pm
BSBHRM526 - Manage Payroll	1 day face to face - 9am - 4pm
BSBOPS502 - Manage business operational plans	1 day face to face - 9am - 4pm
BSBOPS503 - Develop administrative systems	1 day face to face - 9am - 4pm
BSBOPS504 - Manage business risk	1 day face to face - 9am - 4pm
BSBHRM525 - Manage recruitment and onboarding	1 day face to face - 9am - 4pm
SIRXMKT006 - Develop a social media strategy	1 day face to face - 9am - 4pm
SIRXSLS004 - Drive sales results	1 day face to face - 9am - 4pm

OTHER OPTIONS

For business groups and workplace bookings an alternate course schedule can be arranged. We can contextualise this course content to be delivered according to industry and workplace specifications. Please contact us to discuss how we can work with you to deliver your training needs.

FOR MORE INFORMATION

please VISIT:

www.transformationalinstitute.com.au

OR CALL 4969 7544

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