



# Post 2020

# Business Skills Program

Professional Development

Gain 2 brand new FREE qualifications and skills in Business, Leadership, and Sustainability.

## Course Topics

Your 12 month Post 2020 Business Skills Program covers the latest skills and strategies including:

- Leadership and Supervision techniques
- Relationship building
- Problem solving
- Critical thinking
- Mental health
- Sustainability for your business (environmental, economic & social)
- Digital technology

**Gain your 2 qualifications NOW while your Employer will pay for them!**

### Will this course suit me...

YES! Great for all employees. If you are wanting to move up the supervisory/management ladder from your current role, you need to be backing up your experience with formal qualifications.

Having a qualification allows you to be effective in your current job as well as stand out from the crowd when looking for a promotion.

Employers are looking for you to have both qualifications and experience. You can never have too many qualifications!

So if you do not have these qualifications use this opportunity to gain them now, while your employer will pay for them.

### What will I Discover...

- The latest Business skills and strategies
- Gain new skills and knowledge that backs up your work experience
- Strategies to become more competent, while enhancing your personal and professional development
- Simple tools, skills and strategies to maximize working with others
- Strategies to get more done with less stress
- New ideas to promote sustainability across your workplace, minimising your environmental, social and economic impacts
- Design and implement small projects to improve your business

### How will this Course help my Career...

Take advantage of this opportunity to Gain the latest skills and qualifications that will help you to stand out for promotion opportunities, and be more successful in your work and home life.

### What Qualifications will I Gain...

After completion of the 12 month program, you will gain your:  
BSB40120 Certificate IV in Business (Sustainability) +  
BSB40120 Certificate IV in Business.

(Enrol into the: BSB42315 Certificate IV in Environmental Management and Sustainability)

### What can I do after this...

Then if you complete only a few optional extra units you can gain an additional qualification, either your:

BSB40520 Certificate IV in Leadership and Management (4 extra units) or  
LGA40120 Certificate IV in Local Government (6 extra units).

(Additional fees apply)

## How is this program delivered?

A very simple process that most find interesting, and rewarding.

### 1-1 Training Program:

- Online access 24/7 to everything you need – course materials, assessments, resource libraries...
- No Exams. No Essays. No college or workshop attendance required
- Monthly Phone appointments with your Trainer – to understand the assessment requirements, determine what evidence you already have and what is needed to complete for each unit, discuss the topic...
- Regular Tutorials via Zoom available to get all your questions answered as needed
- Regular phone sessions with your Completion Coach/Tutor – to help you through the units, sort out any issues, keep you on-track...
- Complete all units over the 12 month period
- Qualification awarded + online graduation celebration

## How much time will this course take?

Your course runs over 12 months.

Your qualifications will be issued after 12 months, when all the units have been completed.

Your assessments may take around 4 hours per week, or perhaps less if you have experience.

As they are work-based projects, you may be able to get some of it done during your work hours. If you have experience, this may be a hunting and gathering exercise for you and then just answer the questions based on your work.

### Here's what one of our students thinks ...

"This course had a significant impact on my life in terms of work and personal growth. I felt that I could build on my skills and put them into practice straight away. I now feel much more confident in my skills and my ability to communicate with staff on a technical work and personal level."

Michelle Gledhill

## Units

BSBCRT411  
Apply critical thinking to work practices

BSBPEF402  
Develop personal work priorities

BSBPEF403  
Lead personal development

BSBXCM401  
Apply communication strategies in the workplace

BSBPEF502  
Develop and use emotional intelligence

BSBTEC404  
Use digital technologies to collaborate in a work environment

BSBSUS401  
Implement and monitor environmentally sustainable work practices

BSBPEF401  
Manage personal health and wellbeing

BSBSUS412  
Develop and implement workplace sustainability plans

BSBSUS413  
Evaluate and report on workplace sustainability

BSBSUS511  
Develop workplace policies an

## NEXT STEPS

Let your Employer know that this is the course you wish to do, and complete the **Employee Expression of Interest Form**.