

PUBLIC PROGRAM 2010

Certificate IV in Frontline Management BSB40807

Date & Time	Unit	Elements	Venue	Stakeholders
February 2010	Hogan's Assessment	Hogan's Assessment of individual leadership style	Completed on-line	All participants Locher
Leading Self & Others				
Tuesday 16th February 2010 9 am – 4.30pm	Show Leadership in the Workplace BSBMGT401A	<ul style="list-style-type: none"> > Model high standards of management performance behaviours > Enhance organisation's image > Make informed decisions 	TBA	Participants Facilitator Michael El'Helou
Tuesday 9th March 2010 9 am – 4.30pm	Develop Work Priorities BSBWOR404A	<ul style="list-style-type: none"> > Half day debrief of Hogan's Assessment & Development Plan > Plan and complete own work schedule > Monitor own work performance > Coordinate professional development 	TBA	Participants Facilitator Michael El'Helou
Tuesday 6th April 2010 9 am – 4.30pm	Promote Team Effectiveness BSBWOR402A	<ul style="list-style-type: none"> > Plan to achieve team outcomes > Develop team cohesion > Participate in and facilitate work team > Liaise with management 	TBA	Participants Facilitator Michael El'Helou
Tuesday 4th May 2010 9 am – 4.30pm	Establish Effective Workplace Relationships BSBWOR401A	<ul style="list-style-type: none"> > Develop & maintain networks & relationships > Manage difficulties into positive outcomes > Collect, analyse and communicate information and ideas > Develop trust and confidence 	TBA	Participants Facilitator Michael El'Helou
Tuesday 1st June 2010 9 am – 4.30pm	Develop Teams & Individuals BSBLED401A	<ul style="list-style-type: none"> > Determine development needs > Develop individuals and teams > Monitor and evaluate workplace learning 	TBA	Participants Facilitator Michael El'Helou

Impacting Strategy & Business Outcomes				
Tuesday 6th July 2010 9 am – 4.30pm	Manage Projects BSBPMG510A	<ul style="list-style-type: none"> > Project Management > Stakeholder consultation > Process & Documentation 	TBA	Participants Facilitator Michael El'Helou
Tuesday 3rd August 2010 9 am – 4.30pm	Promote Innovation in a Team Environment BSBINN301A	<ul style="list-style-type: none"> > Create opportunities to maximize innovation within the team > Organise and agree effective ways of working > Support and guide colleagues > Reflect on how the team is working 	TBA	Participants Facilitator Michael El'Helou
Tuesday 7th September 2010 9 am – 4.30pm	Implement Continuous Improvement BSBMGT403A	<ul style="list-style-type: none"> > Implement continuous improvement systems and processes > Monitor and review performance > Implement opportunities for further improvement 	TBA	Participants Facilitator Michael El'Helou
Tuesday 5th October 2010 9 am – 4.30pm	Implement Operational Plan BSBMGT40A	<ul style="list-style-type: none"> > Implement operation plan > Implement resource acquisition > Monitor operation performance 	TBA	Participants Facilitator Michael El'Helou
Tuesday 2nd November 2010 9 am – 4.30pm	Monitor A Safe Workplace BSBOHS407A	<ul style="list-style-type: none"> > Provide information on OHS policies and procedures > Implement and monitor OHS management, procedures, training, hazards, assessing & controlling risks. > Maintain OHS safety records 	TBA	Participants Facilitator Michael El'Helou

Date & Time	Unit	Elements	Venue	Stakeholders
Tuesday 7th December 2010 9 am – 4.30pm	1 Day Final Presentation Day for Impacting Strategy & Business Outcomes Graduation Ceremony	<ul style="list-style-type: none"> > Final Action Learning Project Presentations > Celebration of success 	TBA	Participants Facilitator Michael El'Helou

**NB – Timeline is subject to change dependent on number of enrollments.*