



BSB50407 Diploma of Business Administrative

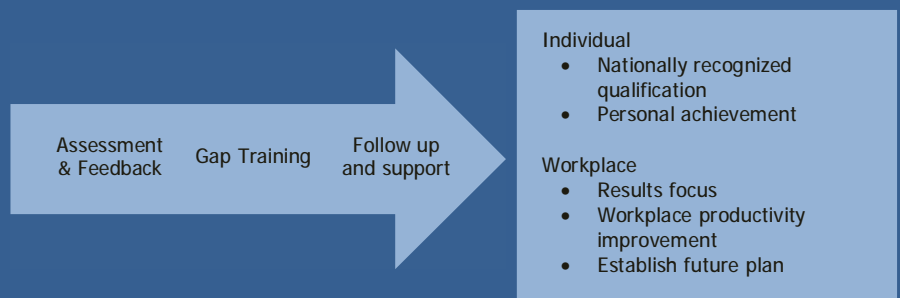
TOOLBOX of SKILLS

Business

- Manage payroll
- Manage meetings
- Plan and manage conferences
- Plan or review administration systems
- Manage business document design and development
- Manage projects
- Manage people performance
- Ensure team effectiveness

PROGRAM TO IMPROVE YOUR MANAGEMENT SKILLS

This program is targeted to participants who have industry experience and are or will be managing an office and undertaking a range of specialised, technical and managerial tasks, as an Office Manager or similar.



Innovative Business Training 20+ years experience in training.
A team of highly qualified experienced experts selected to provide training & support.
Registered for government funding.

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