

Become Qualified with Your BSB50415 + BSB51915

Diploma of Business Administration + Diploma of Leadership and Management

This training is
subsidised by the
NSW Government

Limited places
available, apply
today!



Your Course At a Glance...

Complete your Diploma of Leadership & Management + Diploma of Business at Australia's Leading Management Training Company.

Course Code: BSB50415
+ BSB51918

Duration: 6-12 months (depending on experience)

Delivery: Online + Unlimited Phone Sessions

Nationally Recognised: Yes

Entry Requirements: Over 21, 12 months+ experience in a supervisory or Management role and Currently employed in a supervisory or Management role

Example of Practical Units in a Diploma:

Lead and Manage Team Effectiveness BSBWOR502
Plan & Manage Conferences BSBADM503
Plan and implement administrative systems BSBADM504
Manage Business Document design and development BSBADM506
Manage Meetings BSBADM502
Undertake Project Work BSBPMG522
Manage personal work priorities and professional development BSBWOR501
Manage Budgets & financial plans BSBFIM501
Support the recruitment, selection and induction of staff BSBHRM405
Develop and use Emotional Intelligence BSBLDR511
Lead and Manage Team Effectiveness BSBLDR501
Lead and Manage Effective Workplace Relationships BSBLDR502
Manage Operational Plan BSBMGT517

Administrative Officer, Senior Office Staff, Executive Assistants, Team Leaders, Supervisors, First Line Managers...

If you have experience in one of these roles but no formal 'piece of paper' to prove it, then this course is for you.

Why complete this course with Global Training Institute?

- Gain recognition for the administration and management skills you already have
- Help You need towards a promotion or better job or even towards further studies
- Provide You with a 'tool-kit' of resources, templates, information and skills
- Solve your Career Frustrations and be ready for your next promotion
- I have skills and experience in Administration but no formal qualifications to prove it
- My career is not progressing as fast as I want it to
- I want a new job or promotion
- I want to get back into the workforce
- I want to improve my administration and management

You will discover and implement the practical strategies that will make a REAL difference to:

- Have your staff doing what you want them to do
- Developing workplace policy and procedures for sustainability
- Increasing you and your team's workplace productivity
- Reducing the time you need to put out 'emergency fires'

Career Outcome- Where Will It Lead Me

Once completed you will be equipped with:

- Skip first year of University – straight into 2nd Year business and other degrees.
- University entry without needing Year 12 for many different Degrees.
- Your Diploma of Business Administration and Diploma of Leadership and Management qualifications, letters after your name (DipBusAdmin;DipLeadMgt)
- Eligibility for a membership with Professional Associations, such as the and Australian Institute of Office Professionals and Institute of Managers and Leaders
- Your Career Plan (developed for the next 2 -5 years)



"I would recommend the training to others. My skills and experience were recognized towards my qualification. Expectations were clearly outlined to me at the start of the course. The content was relevant and up to date. Great support from GTI"

Susan Jarvis



How Much Will It Cost? - NSW Funded.

There is lots of funding available at the moment: subsidies, payment plans, government grants that may make your course 100% FREE or at least pay \$0 upfront to start....

You are welcome to have a browse of the 'funding options' page here, but you'll probably find more than one that will fit you.

To see what you are eligible for, either do the **quick quiz** on that page or just give us a call on 1800 998 500 and we will work out the best option for you.