

HELPING LOCAL BUSINESS SINCE 1974

MANAGEMENT TRAINING WORKSHOPS



Management training workshops at GSIT are facilitated by industry experts and offer the training needed to gain promotions, advance your career, and move into – and successfully navigate – managerial roles. We offer workshops in a flexible environment, designed to ensure you can access training with minimal disruption to your work or other activities.

Workshop	Dates	
Networking for effective business relationships	7 and 14 July	
OHS for supervisors	25 July and 1 August	
Introduction to project management	8 and 15 August	
Develop work priorities	10 and 17 September	
Organise meetings	25 September and 1 October	
Accounting for non-accountants	13, 20 and 27 October	
Advanced Publisher	17, 24 and 31 October	
Building innovative teams	7 and 14 November	
Public speaking	21 and 28 November	

Choose to gain specific skills from one workshop or work towards a full qualification in Certificate IV in Business and/or Certificate IV in Frontline Management.

Phone us on 9892 8795 for more information

STUDY ONLINE

Online study is a convenient and flexible way of completing an accredited course without having to attend classes. You can work through activities and assessments at home from your own computer.

We offer online qualifications in:

- Business and administration
- Accounting and bookkeeping
- Work health and safety

Phone us on 9892 8795

BOOKKEEPING ESSENTIALS



Understanding payroll, legislation and bookkeeping procedures

**5-8pm Tuesdays
Starts Tuesday 22 July**

Learn in a supportive classroom environment and gain accredited units towards the **Certificate IV in Bookkeeping**



Ask us about becoming a member of the Institute of Certified Bookkeepers

Phone Marilyn on 9892 7517

FREECALL 1800 675 781



Future Skills WA
Training for tomorrow's opportunities

www.gsit.wa.edu.au

Great Southern Institute of Technology
Your regional TAFE

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Project Management

The Certificate IV in Project Management Practice and the Diploma of Project Management are delivered through a combination of intense workshops over four to five days, followed by a series of post-workshop assignments. The workshops are fast paced and fun, with a mixture of participatory activities, videos, group discussions and role plays.

Phone Mike on 9892 8818 for more information including workshop dates

Check out our website!

www.gsit.wa.edu.au

SURVIVAL SKILLS for the DIGITAL WORLD

Improve your digital literacy skills with our practical 15-week course. Learn how to quickly and easily surf the net and send and receive emails, along with basic word processing skills.

Phone Gillian on 9892 7595.

Work Health and Safety

Certificate III and IV in Work Health and Safety

Get ahead of the game and enrol in these new qualifications. Available online – study at home, from work or even the beach.

Phone Melissa on 9892 7569.



Tourism

The tourism industry has endless job opportunities both in Australia and overseas.

This practical course will provide you with an overview of the tourism industry and some introductory administrative skills relevant to the tourism industry to ensure you are prepared for whatever adventure you are seeking.

Phone Cathy today on 9892 7535 or Tanielle on 9892 8795 to discuss your training options.

Events Management

Discover, experience and enjoy...

Are you considering an exciting and rewarding career in the events industry? Our practical approach will include volunteer opportunities to work on a variety of events that may include conferences, community, cultural, music, fashion, sporting, fundraising and charity events and weddings.

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