Diploma of Business Administration

A course to improve your management skills
This program is for those who already have some industry experience but want to gain the skills needed to become a qualified Office Manager or similar.

Toolbox of skills

Effectively using Technology
• Plan or review administrative systems
• Manage business document design and development
• Manage meetings

Communication Skills for Business Management
• Manage people performance
• Ensure team effectiveness
• Undertake project work
• Manage personal work priorities and professional development

Working Safely and Effectively
• Manage Conferences

Assessment & Feedback
Gap Training
Follow Up & Support

Individual
• Nationally recognised qualification
• Personal achievement

Workplace
• Results focus
• Workplace productivity improvement
• Establish future plan

Innovative Business Training has been training for more than 20 years. A team of highly qualified experts to provide training & support. Registered for government funding. Training services are provided to eligible individuals with funds made available by the Victorian and Commonwealth Government.

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