Program to improve your management skills
This program is for those who have industry experience and are or will be managing or coordinating teams. Participants are required to demonstrate their capacity to undertake the requirements of this diploma qualification and to have the support of their employer (where appropriate).

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 Safety and Effectively**
- Facilitate continuous improvement

**Assessment & Feedback**
- Nationally recognised qualification
- Personal achievement

**Gap Training**
- Results focus

**Follow Up & Support**
- 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.