

VHIA Training Co-ordinator

- Adam Champion - ph: 03 9861 4000.
- VHIA – 312 Kings Way, South Melbourne, 3205

TIMETABLE

Diploma of
Management

September 2010 to February 2011 - Group 09_10,

**7 Thursday Workshops – course delivery commenced September 2010 and completed in February 2011.
Assessments due for completion and marking by early March 2011. Certificates available after
satisfactory course completion.**

DATE	CLUSTER	UNITS	TIME	VENUE	
16 September and 7 October	<i>Manage Self and Projects</i>	1 BSBWOR501A	Manage personal work priorities & professional development	9.30am to 4.00pm	VHIA Kings Way
		2 BSBPMG510A	Manage Projects		
		3 BSBCMM401A	Make a presentation		
SCHOOL HOLIDAYS 20th September to 1st October					
11 November and 2 December 2010	<i>Manage Others</i>	4 BSBMGT502B	Manage People Performance	9.30am to 4.00pm	VHIA Kings Way
		5 BSBWOR502A	Ensure team effectiveness		
20 January 2011 and 3 February 2011	<i>Manage operations</i>	6 BSBMGT515A	Manage operational plan	9.30am to 4.00pm	VHIA Kings Way
		7 BSBOHS509A	Ensure a safe workplace		
		8 BSBMGT516A	Facilitate continuous improvement		
24 February 2011	Workshop	Project Presentations (Units 2 and 3)		9.30am to 4.00pm	VHIA Kings Way
November 2011	Group Graduation ceremony				