

Professional Development and Short Courses

Version 1.2



WHO are these Courses for?

These programs are for anyone who:

- aspires to be a supervisor
- wishes to improve workplace safety
- wishes to gain project management skills
- wishes to refresh their skills and knowledge in relation to their current job role.
- wants to gain the foundation skills necessary to start a certificate Course such as Certificate IV in Training and Assessment or a qualification in Work Health and Safety description or for compliance reasons within their workplace or on a client site.
- wants to gain other vital skills such as computing

Entry Requirements:

Generally, these courses have no entry requirements however accredited courses at the Diploma level require a literacy test to be undertaken to ensure your literacy and computer skills will be sufficient to achieve success.

HOW are the programs delivered?

These programs are delivered by highly qualified trainer and assessors who will align the program to your required outcomes and your workplace context. Classes are offered either face to face in a class setting, online or through a combination of phone, email and face to face coaching to support your studies. These programs can be delivered on your work site or ours. Digital platforms such as TEAMS and Zoom also provide personal contact.

Foundation Skills for TAE40116 Certificate IV in Training and Assessment

This course is designed to introduce you the necessary computer skills to complete the Certificate IV in Training and Assessment.

The course covers internet searches including key websites, creating simple tables and documents, using templates, uploading and downloading documents, version control, saving in folders and sub folders and naming files.

\$250.00

Foundation Skills for BSB41419 Certificate IV in Work Health and Safety

This course is designed to prepare you for success in the Certificate IV course. Basic computing skills are covered as outlined above plus how to write reports and assignments.

\$250.00

Project Management – One Day

Learn how to use project planning techniques to deliver projects on time, on budget and on specification. This one-day introduction to project management will change how you manage projects for success.

Non-Accredited \$250 Accredited: \$350

This course can be credited towards:

BSBPMG409 Apply project scope management techniques

This unit describes the skills and knowledge required to contribute to the control of a project's scope by assisting with identifying its objectives, deliverables, constraints, assumptions and outcomes; and by applying controls once the project has commenced. Online assessment required for accredited course.

BSBMGT502 Manage people performance

Learn how to improve worker performance and give feedback for improved results. The course covers coaching, Key result areas, methods to review performance. This course makes the link between performance management and performance development and reinforces both function as a key requirement of effective managers.

One Day Face to Face plus online assessments or fully online.

\$350

BSBSLDR511 Develop and use emotional intelligence

Emotional Intelligence is what helps you coach teams, manage stress, deliver feedback and collaborate with others. It accounts for 90% of what sets high achieving managers apart from the rest.

This one-day course will change how you operate and give you greater insight into your own management strengths and weaknesses.

\$250 non accredited \$350 accredited

For accreditation you will also need to complete online assessments.

Investigate Incidents and Accidents

This one-day course will give you the skills to participate in incident investigation using various techniques such as root cause analysis and developing recommended measures arising from the investigation.

Those wishing to gain accreditation for BSBWHS416 Contribute to workplace incident response will need to complete online assessment after the course.

Non accredited: \$250 Accredited: \$350

Understanding your role as Supervisor

Two Day Supervisors course

Why don't people do what I want them to? How do I give feedback? How can I move from mate to boss? Clarify your responsibilities, adjust to role with confidence, identify techniques for dealing with employee challenges.

Non accredited: \$350 Accredited: \$450

BSBMGT401 Show leadership in the workplace. Online assessment required for accreditation

Manage WHS Compliance for Contractors

BSBWHS418 Assist in managing WHS compliance of contractors

This unit describes the skills and knowledge required to lead and coordinate organisational arrangements for managing the work health and safety (WHS) compliance of contractors. It involves determining the WHS legislative and organisational requirements applicable to contractors and managing compliance of contractors.

OR

BSBWHS514 Manage WHS compliance of contractors

The unit applies to those in managerial positions overseeing functions within organisations across all industries that are supplied with services by contractors, including labour hire and temporary workers, cleaning, catering, security, maintenance, repairs, installations and alterations, and major contracts and projects, as relevant to the organisation. This includes casual and volunteer workers. It does not cover visitors, or outworkers or suppliers of goods, materials or products to workplaces.

Online only \$280.00

Section 44 MSI Act WA

One day

Understand your responsibilities and obligations as a supervisor or appointed person on a mine site.

\$395

Manual Handling

½ day training

Identify manual handling risk, prepare manual tasks, select and use correct tools and techniques.

\$95

Workplace Hazard Identification and inspections

½ day training

Identify hazards in the workplace, use risk assessment tools and techniques, develop and use check lists, recommend controls measures and monitor the workplace.

\$95



Computer Courses

- MS Excel Basic
- MS Word Basic
- MS Outlook Basic
- Intro to computing
- MS Excel Intermediate
- MS Word Intermediate

Delivered face to face, in your workplace, our training facility, online or via TEAMS or ZOOM.

All course enquiries:

Murray House Resource Centre:

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