

## Short Courses Date

Excellence in Customer Service	4 October 2017
Emotional Intelligence (OBM Event), 8:00am - 9:00am	13 October 2017
Time Management (OBM Event), 8:00am - 9:00am	20 October 2017

## Qualifications Date

**Certificate IV in Leadership and Management - BSB42015** 6 November 2017

12 Units (please contact the Academy for an information pack)

**Diploma of Human Resources Management - BSB50615** 10 November 2017

9 Units (please contact the Academy for an information pack)

**Certificate IV in Work Health and Safety - BSB41415** 13 November 2017

10 Units (please contact the Academy for an information pack)

**Certificate III in Business Administration - BSB30415** 8 February 2018

13 Units (please contact the Academy for an information pack)

**Diploma of Project Management - BSB51415** 19 February 2018

12 Units (please contact the Academy for an information pack)

**Diploma of Leadership and Management - BSB51915** 23 February 2018

12 Units (please contact the Academy for an information pack)

**Certificate IV in Project Management Practice - BSB41515** 27 February 2018

9 Units (please contact the Academy for an information pack)

**Diploma of Work Health and Safety - BSB51315** Call for Start Date

## 4-5 Day Courses Date

**Complying with Employment Law** 16 - 20 October 2017

Please contact the Academy for an information pack

**Emerging Team Leaders** 25-29 October 2017

Please contact the Academy for an information pack

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