

Prepare Your President

Brisbane North Institute of TAFE

Require expert help with your Presidential duties?
BNIT has the answers!

Prepare your President

Together with QCPCA, BNIT is offering you the opportunity to develop and increase your management skills with a short accredited course, designed especially for P&C Presidents.

Participation in this course will provide the formal knowledge and practical skills relevant to the duties of a P&C President.

The units of competency to be undertaken

BSBADM502A – Manage Meetings

This unit covers managing the preparation of meetings, chairing the meetings, organising the minutes and reporting outcomes.

BSBFLM412A – Promote Team Effectiveness

Involves developing team plans to meet expected outcomes, leading the work team, and proactively working with the management of an organisation.

BSBSBM401A – Establish Business and Legal Requirements

The unit involves identifying and complying with business legal and administrative requirements.

Upon successful completion of the above competencies, participants will receive a Statement of Attainment.

Duration

Tuesday 15 April - 17 June 2008 (10 Weeks)
6.30pm to 9.00pm

Location

Brisbane North Institute of TAFE
Bracken Ridge Campus
157 Norris Road, Bracken Ridge

Interested?

Please phone Bernie Stringer on 0407 675 176 for more details.

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