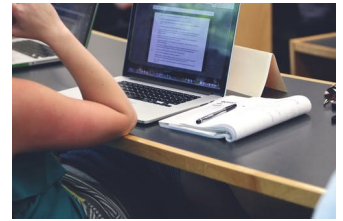


SCOPE TRAINING

www.scopetraining.com.au

SCOPE TRAINING SKILL SETS

BSBSS00033 ASPIRING SUPERVISOR SKILL SET



OVERVIEW

Training package skill sets are composed of one or more units of competency from a training package and are designed to meet licensing or regulatory requirements, or a defined industry need.

Aspiring Supervisor skill set is suggested for those individuals who plan to move in supervisory or team leader roles

PATHWAY INFORMATION

These units provide credit toward a number of qualifications including BSB30115 Certificate III in Business.

SKILL SET UNITS

BSBFLM303 Contribute to effective workplace relationships

This unit describes the skills and knowledge required to gather information and maintain effective relationships and networks, with particular regard to communication and representation.

BSBFLM305 Support operational plan

This unit describes the skills and knowledge required to provide support for operational practices and procedures within the organisation's productivity and profitability plans. This includes contributing to the operational plan, assisting in recruiting employees and acquiring resources, and monitoring and adjusting operational performance

BSBFLM306 Provide workplace information and resourcing plans

This unit describes the skills and knowledge required to support the information management system. It involves the identification, acquisition, initial analysis and use of appropriate workplace information.

BSBFLM312 Contribute to team effectiveness

This unit describes the skills and knowledge required to contribute to the effectiveness of the work team. It involves planning with the team to meet expected outcomes, developing team cohesion, participating in and facilitating the work team, and communicating with the management of the organisation

DELIVERY METHOD

Corporate Workshops

Scope Training run corporate skills set training workshops over 1 or 2 days.

Aspiring Supervisor Skill Set training is a two day workshop and can be tailored to our clients specific industry needs.

Students will also have access to online resources to complete their assessment tasks and will have access to a staff member for ongoing support via phone or email while they complete their assessment tasks.

For further information, please contact Scope Training on (08) 9321 6307 or email info@scopetraining.com.au