BUSINESS COURSES

Provider No. 5090

BUSINESS

AVTES Business trainers can help you to run your business more effectively and improve your bottom line.

- Training takes place one-on-one at a time and place convenient to you.
- Delivery and assessment is offered flexibly, we tailor each program to suit your workplace.
- Units can be undertaken individually or in a combination suited to your needs.
- If your business has specific business administration or management needs please contact us to design something specific to your workplace.

"Our employee has gained enormous amounts of skills and developed into a great asset for our organisation."
Alecia Dodson, Business Employer, Moyne Health Services

AVTES also offers the following Business qualifications:

Nationally Recognised Training

Certificate II, III and IV in Business
Certificate IV in Business Management
Certificate III and IV in Business Administration
Diploma of Business Administration

PROMOTE PRODUCTS AND SERVICES

This unit deals with developing ideas and strategies to successfully promote your businesses products and services by marketing and advertising effectively.

Cost: $200

RECRUIT AND SELECT PERSONNEL

This unit deals with how to assess your staffing needs, and recruit, select and induct the right staff for your business.

Cost: $500

SMALL BUSINESS MANAGEMENT

Undertake Business Planning
This unit covers the research and development of an integrated business plan for achieving business goals and objectives. It is suitable for establishing or existing small businesses or a department in a larger organisation.
Cost: $600

Undertake Financial Planning
This unit involves the development of a financial plan to support business viability. It is suitable for establishing or existing small businesses or a department in a larger organisation.
Cost: $700

Manage a Small Team
This unit covers planning and managing staff. It involves industrial relations, staff selection, staff records, induction, training and team development to enhance business operations.
Cost: $600

* For further information please contact AVTES

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the trainers who come to you...