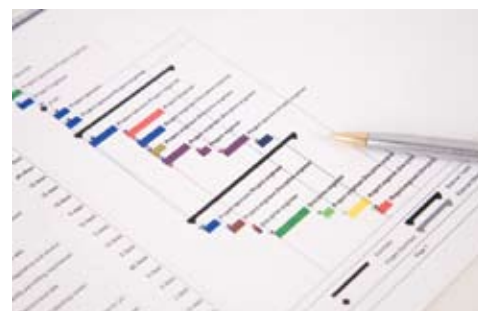


# Certificate IV Frontline Management



## Opportunity to upgrade your skills

Certificate IV in Frontline Management is designed to take staff from your team and develop them into leaders of the future through business training in leadership, finance and operations.

### Theory Component:

#### Core Units

BSBMGT401A	Show Leadership in the Workplace
BSBMGT402A	Implement Operational Plan
BSBOHS407A	Monitor a safe workplace
BSBWOR402A	Promote Team Effectiveness

#### Electives

BSBSBM406A	Manage Finances
BSBWOR402A	Develop Work Priorities
BSBPMG510A	Manage Projects
BSBWRT401A	Write Complex Documents
BSBADM405B	Organise Meetings
BSBITU402A	Develop & Use Complex Spreadsheets

Commencement Date:	Tuesday 11th May
Duration:	May - November 2010 Tuesday 6pm - 9pm One weekend of every month (10am - 4pm)
Cost:	\$3,000
Course Inclusions:	All text books and course notes are provided to each participant.

Participants also have the opportunity to take part in the whole qualification or single courses in Finance, Leadership and Report Writing.

For further information and enrolments please contact Nick Lambert at the MSAC Institute of Training on 03 9926 1328 or [nickl@ssct.com.au](mailto:nickl@ssct.com.au).

**msac Institute**  
of Training  
Educational leaders for sport  
& recreation management

For more information please contact the MSAC Institute of Training  
t: 03 9926 1300 e: [msacinstitute@ssct.com.au](mailto:msacinstitute@ssct.com.au) [www.msacinstitute.com.au](http://www.msacinstitute.com.au)

or visit our friendly team at **Sports House,**  
375 Albert Rd, Albert Park 3206