

Business Fundamentals – Find More Time

Course Information Sheet

About the course

This **non-accredited short course** is delivered by **Master Builders Association of Victoria (RTO no 3935)**.

This ½ day course will guide participants through the strategies to create more time that can be utilised to manage their business more effectively.

Topics covered include:

- Simple strategies to be more organised
- How to delegate effectively
- Taking time out of the business
- Utilising extra time to:
 - Manage and monitor financials
 - Set goals for the business
 - Effective marketing and stakeholder relationships
- Update business skills
- Managing and motivating staff
- Implementing policies and procedures, systems and controls

Learning outcomes

Students will have gained the skills and knowledge to:

- Improve use of their time in the business
- Delegate tasks more effectively.

Who should study this course?

This course is suitable for Builders who want to create more time within their business and use this time to set strategies to manage and motivate staff and implement business procedures to make the business work for them.

Training recommendations

There are no pre-requisites for this short course.

Learning support

Master Builders provides additional support to students who require assistance in completing their course assessments and requirements. A range of support services are available to students who experience literacy, digital literacy and numeracy difficulties.

Master Builders encourages all individuals regardless of their disabilities and social, racial, cultural or educational background to apply for training courses in accordance with the requirements of the *Equal Opportunity Act (Vic) 2010* and related legislation.

Course structure and duration

The course is delivered in **face-to-face classes for 4 hours**.

Upon successful completion of this course, student will receive a Statement of Attendance from **Master Builders Association of Victoria (RTO no 3935)**.

Course fees

Please note the following fee categories:

| Category | Fee |
|---|--------------------------|
| Master Builders Member | \$600 |
| Master Builders Member + Incolink contributor * | Not Applicable |
| Non-Member + Incolink contributor* | Not Applicable |
| Non Member | \$875 |
| ALink Student Member | \$745 |
| Other Administrative Fees (only applicable to qualifications on Master Builders scope of registration) | |
| Transfers & Rescheduling | \$50 per unit or cluster |
| Additional Tutorials | \$140 per hour |

Note:

- The student tuition fees as published are subject to change given individual circumstances at enrolment.

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- Eligible Incolink contributors are current Incolink financial members who pay into the Incolink Training Levy.

For a full **statement of fees** please contact 9411 4555 or email training@mbav.com.au.

Master Builders training policies

<http://www.mbavtraining.com.au/content/policies-and-procedures/>

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