

Business Fundamentals – Maximise Operations

Course Information Sheet

About the course

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

This course will assist to identify the key drivers in your business and improve the overall efficiency and effectiveness of these drivers resulting in enhanced business performance.

Areas where key drivers of business efficiency and effectiveness can be reviewed and improved include:

- Efficient Resources Productivity - staff and technology Assets – Working capital and Capital investment
- Profitability Sales – Pricing, volume and customers Expenses – Fixed, variable and suppliers
- Risk Management Internal and External
- Innovation

All areas involve careful planning to maximise operations and improve business performance.

Learning outcomes

A one-day workshop will provide each participant with:

- a thorough understanding of the key drivers in their business
- knowledge of how to leverage these drivers to improve performance.

You will be provided checklists, templates, and a workbook to implement continuous improvements in your business.

Who should study this course?

This course is suitable for small to medium Builders who want to improve their business operations and have their business operating as efficiently and effectively as possible. Understand the key drivers within your business and learn practical ways to implement processes that will support those drivers to perform at their best.

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 8 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	\$940
Master Builders Member + Incolink contributor *	Not Applicable
Non-Member + Incolink contributor*	Not Applicable
Non Member	\$1,485
ALink Student Member	\$1,260

Note:

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

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Master Builders training policies

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

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