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## Workplace Health & Safety

Course Name	Duration	Code	Standard	Member	Jan	Feb	Mar	Apr	May	Jun
	(Days)		(\$)	(\$)						
<b>Functioning as a Workplace Health &amp; Safety Officer</b>										
Core Modules	5	548	990	890		5-9	26-30	16-20	14-18	4-8
<b>Functioning as a Workplace Health &amp; Safety Officer - Elective Modules</b>										
Manage WH&S in Construction Workplaces	4	545	730	655	22-25		26-29		29 May-I Jun	
Manage WH&S in Industrial Workplaces	3	546	625	565	31 Jan-2 Feb		19-21		23-25	
Manage WH&S in Service Based Workplaces	2	547	455	410		14-15		10-11	2-3	20-21
<b>Functioning as a Workplace Health &amp; Safety Officer - Recertification</b>										
Recertification for WH&S Officer	2	080	495	450	15-16	12-13	12-13		21-22	27-28
<b>Rehabilitation Coordinator Training</b>										
Rehabilitation & Return to Work Coordinator	3	321	595	545	17-19	19-21		2-4	9-11	25-27
Rehabilitation & Return to Work Recertification	1	425	340	305	22	28	15	23		12
<b>Other Workplace Health &amp; Safety Training</b>										
WHS Representatives & Committee Members	1	384	385	345	30		6	12	8	
Workplace Health and Safety Essentials for Owners, Managers and Supervisors	1	359	385	345	23			24		

## Professional Development

Course Name	Duration	Code	Standard	Member	Jan	Feb	Mar	Apr	May	Jun
	(Days)		(\$)	(\$)						
Payroll - Legislation & Administration	1	045	335	305		23			21	
The Dismissal - Fair and Reasonable	1/2	219	190	175		16 (am)				
Performance Management	1/2	008	190	175		16 (pm)				
Prevention of Discrimination & Harassment (Bullying)	1/2	213	190	175		19 (am)			28 (am)	
Workplace Agreements & Negotiations	1/2	048	190	175				13 (am)		
Hire the Best - Recruiting Strategies	1/2	051	335	305			28			
Time Management	1/2	460	190	175				24 (am)		
Conflict Resolution	1/2	043	190	175			19 (am)			
Communication Skills	1/2	033	190	175				16 (am)		
Reception & Telephone Techniques	1/2	500	190	175			8 (am)			15 (am)
Selling Techniques	1/2	063	190	175				30 (am)		
Common Sense Marketing	1/2	396	190	175					25 (am)	

## Certificate IV in Business (Frontline Management) BSB41004\*

Course Name	Duration	Code	Standard	Member	Jan	Feb	Mar	Apr	May	Jun
	(Days)		(\$)	(\$)						
BSBCMN402A Develop work priorities	1	581	335	305			20			19
BSBFLM412A Promote team effectiveness	2	582	595	540		5-6			3-4	
BSBFLM403B Implement effective workplace relationships	2	583	595	540				26-27		
BSBFLM405B Implement operational plan	2	584	595	540					23-24	
BSBCMN411A Monitor a safe workplace	2	585	595	540						13-14
<b>ELECTIVE MODULES</b>										
BSBCMN410A Coordinate implementation of customer service strategies	2	586	595	540	31 Jan-1 Feb					
BSBFLM409B Implement continuous improvement	2	587	595	540		20-21				
BSBCMN416A Identify Risks & Apply Risk Management	1	600	335	305			16			
BSBCMN404A Develop Teams and Individuals	2	591	595	540				4-5		

### IN-HOUSE COURSES - INFORMATION ON REQUEST

Developing Staff Performance Appraisals

Enterprise Bargaining

Recruitment & Selection Techniques

Commerce Queensland can tailor training to suit your company needs. Contact your local office to find out how.

Prices are GST Inclusive where applicable and are subject to change. Commerce Queensland offers a money back guarantee on all training courses.

#### Participants of all courses receive:

- Relevant qualifications
- Certificate of attendance *where applicable*
- Detailed course notes
- Applicable legislation
- Meals as appropriate



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QUEENSLAND'S CHAMBER OF COMMERCE AND INDUSTRY

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