

Here's How to Develop Your Career and Skills in Administration, Business, Human Resources...



Specialist Business Training

Online + Company Training

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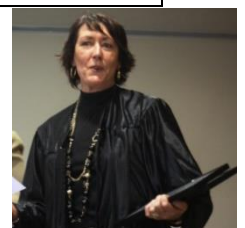


**GLOBAL
TRAINING
INSTITUTE.**

SKILLS. KNOWLEDGE. HOPE.

Position	General Roles	Qualification Recommended
Administration General Contract Administrator	Administration staff – all Divisions Using computers Organising meetings Customer services, Working with others Coordinate resources Accountable to someone	Certificate IV in Business
Experienced Administration Officer	Lots of autonomy and responsibility for work May have others accountable to them Administration systems Document design Knowledge management	Diploma of Business Administration
Human Resources	Recruitment Team Building Workforce Planning People performance Employee relations...	Diploma of Human Resources Management
Quality Auditing	Compliance, Auditing, Continuous Improvement	Diploma of Quality Auditing
Senior Administration Officer	Strategic and leadership roles	Advanced Diploma of Business
Supervisor	Oversees of a number of people in your administration or customer service role	Certificate IV in Leadership and Management
Manager	Office or Contact Centre	Diploma of Leadership and Management
Senior Manager	Develops Policies and Procedures	Advanced Diploma of Leadership and Management
Cert IV = Certificate IV; Dip = Diploma; AD Dip = Advanced Diploma		

"I would definitely recommend the Diploma training to others. My skills and experience were recognized towards my qualification. Expectations were clearly outlined to me at the start of the course. The content was relevant and up to date." Susan Jarvis Tambo Regional Council



"The course was set up to work at your own pace which suited me. It was set up in an easy to follow manner. I learnt new skills and knowledge in both business and management."
Jarrod Howell