



Short Courses

Work Priorities

PROFESSIONAL DEVELOPMENT

The Work Priorities short course provides you with practical tools and techniques to set meaningful goals and realistic plans to achieve them. It shows you how to manage pressures, organise work commitments and improve your productivity.

DURATION: Tailored

PRICING: \$1,100

LOCATION: Sydney CBD, Parramatta Campus

THIS COURSE IS RIGHT FOR YOU IF

You want to regain control and more effectively manage competing demands in the workplace.

YOUR EMPLOYER WILL BENEFIT BECAUSE

You will be able to set goals, manage outputs and deliver timely results.

SUITED TO JOB ROLES

- Coordinator
- Leading hand
- Supervisor
- Team Leader
- Manager

ACCREDITATION

This course aligns with the following units of competency:

BSBWOR404 Develop work priorities

BSBWOR501 Manage personal work priorities and professional development

LEARNING OUTCOMES

- Set personal and work goals
- Plan for and execute priorities
- Apply time and task management techniques
- Develop and maintain professional competence

For our full course list please download our course information at www.scsb.nsw.edu.au or contact one of our representatives who can help select or tailor courses to meet your individual needs.

Call now on +61 2 8937 0506

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