LET Training July 2019 Scheduled Webinar/Tutorials

Course/Unit:	Webinar Scheduled:	Time:
BSBLDR401 *Communicate effectively as a workplace leader*	**2nd July 2019** **Tuesday**	**12.30pm – 1:30pm**
BSBWHS402 *Implement and monitor WHS policies, procedures & Programs to meet legislative requirements*	**9th July 2019** **Tuesday**	**12.30pm – 1:30pm**
BSBLDR402 *Lead effective workplace relationships*	**11th July 2019** **Thursday**	**12.30pm – 1:30pm**
BSBPMG522 *Undertake project work*	**16th July 2019** **Tuesday**	**2.30pm – 1:30pm**
BSBLDR403 *Lead team effectiveness*	**18th July 2019** **Thursday**	**12.30pm – 1:30pm**
BSBLDR502 *Lead and manage effective workplace*	**23rd July 2019** **Tuesday**	**12.30pm – 1:30pm**
BSBFIA401 *Prepare Financial Reports*	**25th July 2019** **Thursday**	**12.30pm – 1:30pm**
BSBHRM501 *Manage Human Resource Services*	**6th August 2019** **Tuesday**	**12.30pm – 1:30pm**

How does it work?

- A Webinar Booking link for students who are enrolled in the respective unit/course will send via email a week before the scheduled Webinar;
- Please proceed to book yourself in if you have enrolled in this unit/course;
- A reminder will send to booked students via email a day or two before the Webinar session.

For more guidance or information, please contact us at admin@lettraining.com.au or (02) 9633 3929

Please note:
   LET Training may reschedule the Webinar due to a small number of registrations or other factors.

LET Training August 2019 Scheduled Webinar/Tutorials

Course/Unit:	Webinar Scheduled:	Time:
BSBMGT402 *Implement operational plan*	**8th August 2019** **Thursday**	**12.30pm – 1:30pm**
BSBLDR511 *Develop and use emotional intelligence*	**13th August 2019** **Tuesday**	**12.30pm – 1:30pm**
BSBADM502 *Manage meetings*	**15th August 2019** **Thursday**	**12.30pm – 1:30pm**
BSBHRM506 *Manage recruitment selection and induction processes*	**20th August 2019** **Tuesday**	**2.30pm – 1:30pm**
BSBPMG502 *Manage people performance*	**22nd August 2019** **Thursday**	**12.30pm – 1:30pm**
BSBWHS405 *Contribute to implementing and maintaining WHS management systems*	**27th August 2019** **Tuesday**	**12.30pm – 1:30pm**
BSBWRT401 *Write Complex Documents*	**29th August 2019** **Thursday**	**12.30pm – 1:30pm**
BSBMGT608 *Manage innovation and continuous improvement*	**3rd September 2019** **Tuesday**	**12.30pm – 1:30pm**

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LET TRAINING

THE HOW-TO INFO

Why?

To support our students with their educational aspirations, we are planning to offer a rolling schedule of online webinars, and these sessions are designed to respond to the needs of the participant.

Who are the Webinars for?

Students enrolled in the respective unit/s are encouraged to join these web tutorials. Webinars will be recorded and available for students who are unable to participate due to work or personal schedules.

How do I make a Booking?

To participate in these Webinars, you will need to register for your chosen Webinar via the booking link received from us 1-2 weeks prior to the scheduled Webinar.

Email to: admin@lettraining.com.au

Cost?

The Webinar is **FREE** of charge to all Students of LET Training.