LET TRAINING

Jun to Sep 2020 Webinar Calendars

LET Training Webinars

Learn Your Way – Take Your Studies Wherever You Go

Overview of the Scheduled Webinars

June 2020	July 2020
1. BSBADM405 Organise meetings 2. BSBADM502 Manage meetings 3. BSBCUS402 Address customer needs 4. BSBLDR401 Communicate Effectively as a Workplace Leader	1. BSBLDR402 Lead Effective Workplace Relationships 2. BSBHRM501 Manage human resource service 3. BSBHRM403 Support Performance Management 4. BSBWHS412 Assist with Workplace Compliance with WHS Laws 5. BSBFIA401 Prepare Financial 6. BSBMGT605 Provide leadership across the organisation 7. BSBHRM405 Support the recruitment, selection and induction of staff 8. BSBWHS413 Contribute to implementation and maintenance of WHS consultation and participation processes 9. BSBLDR511 Develop and Use Emotional Intelligence 10. BSBCOM603 Plan and Establish Compliance Management Systems
August 2020	**September 2020**
1. BSBADM504 Plan and Implement Administrative Systems 2. BSBLDR502 Lead and manage effective workplace relationships 3. BSBWRK520 Manage employment relations 4. BSBINN301 Promote Innovation in a Team Environment 5. BSBWHS414 Contribute to WHS risk management 6. BSBWRK411 Support employee and industrial relations procedures 7. BSBCUS501 Manage Quality Customer Service 8. BSBMGT502 Manage people performance 9. BSBMGT608 Manage Innovation and Continuous Improvement 10. BSBHRM513 Workforce planning	1. BSBPMG522 Undertake project work 2. BSBINM601 Manage knowledge and information 3. BSBWHS415 Contribute to implementing WHS management systems 4. BSBWHS416 Contribute to workplace incident response 5. BSBADM506 Manage business document design and development 6. BSBRES411 Analyse and present research information 7. BSBINN601 Lead and manage organisational change 8. BSBWOR502 Lead and manage team effectiveness 9. BSBRSK401 Identify risk and apply risk management processes 10. BSBMGT517 Manage operational plan 11. BSBWOR404 Develop work priorities

		June 2020 Scheduled Webinar/Tutorials (AEST Time)		
Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
	9th June 12.30pm–1:30pm		**11th June,12.30pm–1:30pm**	**12th June 12.30pm–1:30pm**
	BSBADM405 Organise meetings (Session 1)		BSBADM405 Organise meetings (session 2)	
	16th June 12.30pm–1:30pm		**18th June 12.30pm–1:30pm**	**19th June 12.30pm–1:30pm**
	BSBCUS402 Address customer needs (Session 1)		BSBCUS402 Address customer needs (Session 1)	
	23rd June 12.30pm–1:30pm		**25th June 12.30pm–1:30pm**	**26th June 12.30pm–1:30pm**
	BSBADM502 Manage meetings (Session 1)		BSBADM502 Manage meetings (Session 2)	
	30th June 12.30pm–1:30pm			
	BSBLDR401 Communicate Effectively as a Workplace Leader			

LET TRAINING	July 2020 Scheduled Webinar/Tutorials (AEST Time)			
Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
	30th June 12.30pm–1:30pm		2nd, July,12.30pm–1:30pm	3rd July 12.30pm–1:30pm
	BSBLDR401 Communicate Effectively as a Workplace Leader		BSBLDR402 Lead Effective Workplace Relationships	
	7th July 12.30pm–1:30pm		9th July,12.30pm–1:30pm	10th July 12.30pm–1:30pm
	BSBHRM501 Manage human resource services (session 1)		BSBHRM501 Manage human resource services (session 2)	BSBHRM403 Support Performance Management Process
	14th July 12.30pm–1:30pm		16th July,12.30pm–1:30pm	17th July 12.30pm–1:30pm
	BSBWHS412 Assist with workplace compliance with WHS laws		BSBFIA401 Prepare financial reports	BSBMGT605 Provide leadership across the organisation (Part 1)
	21st July 12.30pm–1:30pm		23rd July,12.30pm–1:30pm	24th July 12.30pm–1:30pm
	BSBHRM405 Support the recruitment, selection and induction of staff		BSBWHS413 Contribute to implementation and maintenance of WHS consultation and participation processes	BSBMGT605 Provide leadership across the organisation (Part 2)
	28th July 12.30pm–1:30pm		30th July 12.30pm–1:30pm	31st July 12.30pm–1:30pm
	BSBLDR511 Develop and use emotional intelligence		BSBHRM404 Review human resource functions	BSBCOM603 Plan and Establish Compliance Management Systems

	August 2020 Scheduled Webinar/Tutorials (AEST Time)			
LET TRAINING				
Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
	4th August 12.30pm–1:30pm		**6th August 12.30pm–1:30pm**	**7th August 12.30pm–1:30pm**
	BSBADM504 Plan and implement administrative systems		BSBLDR502 Lead and manage effective workplace relationships	BSBWRK520 Manage employment relations
	11th August 12.30pm–1:30pm		**13th August 12.30pm–1:30pm**	**14th August 12.30pm–1:30pm**
	BSBINN301 Promote Innovation in a team environment		BSBWHS414 Contribute to WHS risk management	BSBWRK411 Support employee and industrial relations procedures
	18th August 12.30pm–1:30pm		**20th August 12.30pm–1:30pm**	**21st August 2.30pm–1:30pm**
	BSBCUS 501 Manage quality customer service		BSBMGT502 Manage people performance	BSBMGT608 Manage Innovation and Continuous Improvement (Part 1)
	25th August 12.30pm–1:30pm		**27th August 12.30pm–1:30pm**	**28th August 12.30pm–1:30pm**
	BSBHRM513 Workforce planning		BSBHRM513 Workforce planning	BSBMGT608 Manage Innovation and Continuous Improvement (Part 2)

LET TRAINING	September 2020 Scheduled Webinar/Tutorials (AEST Time)			
Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
	1st September 12.30pm–1:30pm		**3rd September 12.30pm–1:30pm**	**4th September 12.30pm–1:30pm**
	BSBPMG522 Undertake project work (Part 1)		BSBPMG522 Undertake project work (Part 2)	BSBINM601 Manage knowledge and information (Part 1)
	8th September 12.30pm–1:30pm		**10th September 12.30pm–1:30pm**	**11th September 12.30pm–1:30pm**
	BSBWHS415 Contribute to implementing WHS management systems		BSBWHS416 Contribute to workplace incident response	BSBINM601 Manage knowledge and information (Part 2)
	15th September 12.30pm–1:30pm		**17th September 12.30pm–1:30pm**	**18th September 12.30pm–1:30pm**
	BSBADM506 Manage business document design and development		BSBRES411 Analyse and present research information	BSBINN601 Lead and manage organisational change (Part 1)
	22 September 12.30pm–1:30pm		**24th September 12.30pm–1:30pm**	**25th September 12.30pm–1:30pm**
	BSBWOR502 Lead and manage team effectiveness		BSBRSK401 Identify risk and apply risk management processes	BSBINN601 Lead and manage organisational change (Part 2)
	29th September 12.30pm–1:30pm			
	BSBMGT517 Manage operational plan			

THE HOW-TO INFO

Why

☐ To support our students with their educational aspirations

☐ Designed to respond to the learning support needs

☐ To provide opportunity for students to meet trainers online

Who are the Webinars for?

☐ All students enrolled with LET Training

☐ Needing learning support from a trainer on a regular basis

☐ Enjoying in a visual classroom learning envrionment

How do I make a booking?

An invitation link will email to you from us 1-2 weeks prior to the scheduled Webinar.

To participate in these Webinars, you will need to register the Webinar (that is one of your enrolled units) via the booking link received.

Email to: admin@lettraining.com.au

What if can't pariticipate in the Webinar?

You will be able to access the record of the Webinar.

All you need to do is to register via bookings, that way you will receive the record within a day or a day after the Webinar conducted.

Cost

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

▪ **Participation**

Preparation

- [ ] Familiarise with the learning material before the session

- [ ] Read the assessment questions and tasks to understand the requirements

- [ ] Note your questions that you wish to be answered within or after the session

Timeframe

- [ ] a Webinar session is designed up to 60 minutes/one hour

- [ ] We recomend that you get ready 10 minutes before the session starts

- [ ] The record of the Webinar session will email to you within one day or a few hours post the session

▪ **Possibility of sessions rescheduled**

- 🕐 LET Training may reschedule the Webinars due to a small number of registrations; or

- 🕐 Trainer availabilities; or

- 🕐 Other factors

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