# LET TRAINING

## LET Training September 2019 Scheduled Webinar/Tutorials

| Course/Unit: | Webinar Scheduled: | Time: |
|---|---|---|
| **BSBFIM502**<br>**Manage Payroll** | **Thursday,**<br>**5th September 2019** | **12.30pm – 1:30pm** |
| **BSBFIM601**<br>**Manage Finance** | **Tuesday,**<br>**10th September 2019** | **12.30pm – 1:30pm** |
| **BSBWHS403**<br>**Contribute to Consultation**<br>**Processes** | **Thursday,**<br>**12th September 2019** | **12.30pm – 1:30pm** |
| **BSBHRM405**<br>**Support the recruitment,**<br>**selection and induction of staff** | **Tuesday,**<br>**17th September 2019** | **12.30pm – 1:30pm** |
| **BSBCUS402**<br>**Address Customer Needs** | **Thursday,**<br>**19th September 2019** | **12.30pm – 1:30pm** |
| **BSBWOR502**<br>**Lead and Manage Team**<br>**Effectiveness** | **Tuesday,**<br>**24th September 2019** | **12.30pm – 1:30pm** |
| **BSBWRK520**<br>**Manage Employee Relations** | **Thursday,**<br>**26th September 2019** | **12.30pm – 1:30pm** |
| **BSBINN601**<br>**Lead and Manage**<br>**Organisational Change** | **Tuesday ,**<br>**1st October 2019** | **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 October 2019 Scheduled Webinar/Tutorials

| Course/Unit: | Webinar Scheduled: | Time: |
|---|---|---|
| **BSBWHS406**<br>**Assist with Responding to Incidents** | **Thursday, 3rd October 2019** | **12.30pm – 1:30pm** |
| **BSBRSK401**<br>**Identify Risk and Apply Risk Management Processes** | **Thursday, 8th October 2019** | **12.30pm – 1:30pm** |
| **BSBHRM404**<br>**Review human resource functions** | **Tuesday, 15th October 2019** | **12.30pm – 1:30pm** |
| **BSBHRM602**<br>**Manage Human Resources Strategic Planning** | **Thursday, 17th October 2019** | **12.30pm – 1:30pm** |
| **BSBWHS404**<br>**Contribute to WHS Hazard Identification Risk Assessment and Risk Control** | **Tuesday, 22nd October 2019** | **12.30pm – 1:30pm** |
| **BSBMGT517**<br>**Manage Operational Plan** | **Thursday, 24th October 2019** | **12.30pm – 1:30pm** |
| **BSBHRM512**<br>**Develop and Manage Performance-Management Processes** | **Tuesday, 29th October 2019** | **12.30pm – 1:30pm** |
| **BSBRHRM513**<br>**Manage Workforce Planning** | **Thursday, 31st October 2019** | **12.30pm – 1:30pm** |

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# 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.