LET TRAINING

Oct 2020 to Dec 2020 Webinar Calendar

LET Training Webinars

Learn Your Way – Take Your Studies Wherever You Go

Overview of the Scheduled Webinars

Oct 2020	Nov 2020
1. Understand the Australian Legislation Framework 2. How to develop an action plan? 3. BSBFIM601 Manage finance 4. BSBFIM501 Manage budgets and financial plans 5. BSBFIM502 Manage payroll 6. BSBHRM506 Manage Recruitment, Selection & Induction Processes 7. BSBHRM512 Develop and Manage Performance-Management Processes 8. BSBMGT615 Contribute to Organisation Development **9.** BSBINM401 Implement workplace information system	1. BSBWOR502 Lead and Manage Team Effectiveness 2. BSBMGT402 Implement Operational Plan 3. BSBHRM 602 Manage Human Resources Strategic Planning 4. BSBRSK501 Manage risk 5. BSBWHS401 Implement and Monitor WHS Policy, Procedures and Programs 6. BSBWRT401 Write complex documents **7.** BSBWHS417 Assist with managing WHS implications of return to work
Dec 2020	
1. BSBWHS521 Ensure a Safe Workplace 2. BSBMGT616 Develop and Implement Strategic Plans **3.** BSBMGT617 Develop and Implement a Business Plan 4. How to Write a Report?	

LET Training Webinar Calendar

	October 2020 Scheduled Webinar/Tutorials (AEST Time)			
Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
			1st October 12.30pm–1:30pm	**2 October 12.30pm–1:30pm**
			BSBFIM502 Manage payroll	How to develop an action plan?
	6th October 12.30pm–1:30pm		**8th October 12.30pm–1:30pm**	**9th October 12.30pm–1:30pm**
	BSBFIM601 Manage finance Part 1		BSBFIM601 Manage finance Part 1	BSBHRM512 Develop and Manage Performance-Management Processes – Part 1
	13rd October 12.30pm–1:30pm		**15th October 12.30pm–1:30pm**	**16th October 12.30pm–1:30pm**
	BSBFIM501 Manage budgets and financial plans Part 1		BSBFIM501 Manage budgets and financial plans Part 2	BSBHRM512 Develop and Manage Performance-Management Processes – Part 2
	20th October 12.30pm–1:30pm		**22nd October 12.30pm–1:30pm**	**23rd October 12.30pm–1:30pm**
	BSBMGT615 Contribute to Organisation Development – Part 1		BSBMGT615 Contribute to Organisation Development – Part 2	BSBHRM506 Manage Recruitment, Selection & Induction Processes – Part 1
	27th October 12.30pm–1:30pm		**29th October 12.30pm–1:30pm**	**30th October 12.30pm–1:30pm**
	BSBINM401 Implement workplace information system		Understand the Australian Legislation Framework	BSBHRM506 Manage Recruitment, Selection & Induction Processes – Part 2

LET Training Webinar Calendar

		November 2020 Scheduled Webinar/Tutorials (AEST Time)		
Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
	3rd November 12.30pm–1:30pm		**5th November 12.30pm–1:30pm**	**6th November 12.30pm–1:30pm**
	BSBWRT401 Write complex documents		BSBWOR502 Lead and Manage Team Effectiveness	
	10th November 12.30pm–1:30pm		**12th November 12.30pm–1:30pm**	**13th November 12.30pm–1:30pm**
	BSBWHS401 Implement and Monitor WHS Policy, Procedures and Programs		BSBMGT402 Implement Operational Plan	
	17th November 12.30pm–1:30pm		**19th November 12.30pm–1:30pm**	**20th November 12.30pm–1:30pm**
	BSBWHS417 Assist with managing WHS implications of return to work		BSBRSK501 Manage risks	
	24th November 12.30pm–1:30pm		**26th November 12.30pm–1:30pm**	**27th November 12.30pm–1:30pm**
	BSBHRM 602 Manage Human Resources Strategic Planning Part 1		BSBHRM 602 Manage Human Resources Strategic Planning - Part 2	

LET Training Webinar Calendar

	December 2020 Scheduled Webinar/Tutorials (AEST Time)			
Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
	1st December 12.30pm–1:30pm		**3rd December 12.30pm–1:30pm**	**4th December 12.30pm–1:30pm**
	BSBWHS521 Ensure a Safe Workplace		How to Write a Report?	BSBMGT616 Develop and Implement Strategic Plans – Part 1
	8th December 12.30pm–1:30pm		**10th December 12.30pm–1:30pm**	**11th December 12.30pm–1:30pm**
				BSBMGT616 Develop and Implement Strategic Plans – Part 2
	15th December 12.30pm–1:30pm		**17th December 12.30pm–1:30pm**	**18th December 12.30pm–1:30pm**
	BSBMGT617 Develop and Implement a Business Plan – Part 1			
	22nd December 12.30pm–1:30pm		**24th December 2020**	**7th January 2021**
	BSBMGT617 Develop and Implement a Business Plan – Part 2		LET Training Business Closed from 12:30pm.	LET Training Business Reopen from 9:00am, 7th Jan 2021.

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

Timeframe

☐ Familiarise with the learning material before the session

☐ a Webinar session is designed up to 60 minutes/one hour

☐ Read the assessment questions and tasks to understand the requirements

☐ We recomend that you get ready 10 minutes before the session starts

☐ Note your questions that you wish to be answered within or after the session

☐ 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.