

CHOOSE TO SUCCEED CHOOSE MADEC

EMPLOYMENT PATHWAY - BUSINESS ESSENTIALS

You will learn how to organise and prioritise your workload, plan, draft and review documents and produce quality business documents.

DELIVERY

- Classroom based

DURATION

3 Full Days

VET in Schools
10 x 2 hour sessions

FEE & ENTRY REQUIREMENT

Check with your local MADEC Australia office for fees and eligibility requirements.

BSBITU306
BSBWOR301

Design and produce business documents
Organise personal work priorities and development

BSBINN301

Promote innovation in a team environment

General business skills are in demand in all organisations. Develop practical skills for employment in general administration and support roles through MADEC Australia's Business Essentials' program.

