

## Sample Training Plan for Diploma of Business

The following program is provided as **a guide only** and is based on the delivery schedule set out above. Delivery of training and assessment should be based upon participant needs and guided by course coordinator / trainer.

<b>Week No.</b>	<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
1 – 9	BSBADM502B	Manage meetings	30
	BSBMKG501B	Identify and evaluate marketing opportunities	70
	BSBADM506B	Manage business document design and development	80
	<b>Total</b>		
10 - 11	<b>2 week break</b>		
12 – 21	BSBHRM504A	Manage workforce planning	60
	BSBHRM506A	Manage recruitment, selection and induction processes	60
	BSBWOR501A	Manage personal work priorities and professional development	60
	<b>Total</b>		
22 - 23	<b>2 week break</b>		
24 – 30	BSBRSK501A	Manage risk	60
	BSBPMG510A	Manage projects	60
		Catchup	20
	<b>Total</b>		

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