



JOBTRAINER

SHORT COURSE

Statement of Attainment training in Essential Work Skills [from BSB]

Overview

This course is a collection of work skill units you can undertake to develop skills and knowledge in effectively communicating and collaborating in the workplace. These include communication in which you learn to negotiate persuasively, lead meetings and make presentations, the use of digital technologies for collaboration to share information with team members online and developing your analytical processes to improve work activities.

Subject Information

Complete 1 Subject

- BSBCMM511 — Communicate with influence
- BSBCRT311 — Apply critical thinking skills in a team environment
- BSBCRT411 — Apply critical thinking to work practices
- BSBPEF201 — Support personal wellbeing in the workplace
- BSBPEF202 — Plan and apply time management
- BSBTEC404 — Use digital technologies to collaborate in a work environment

Campus

Online/CIT Reid

Duration

Subjects will be delivered individually. Each subject will take approximately 4 weeks (approx. 5 hours per week) to complete. This is indicative only as you may take less time to get

through the learning. Mainly online learning with workshops (either face to face or digital classrooms) for collaborative assessment tasks.

Additional Information

These are the types of skills employers' value in an employee. You can use them in any workplace to:

- communicate in a variety of modes including digitally,
- negotiating,
- collaborating with colleagues face to face and remotely,
- applying problem solving thinking to analyse work practices,
- wellbeing at work
- time management.

These subjects may contribute towards further study and qualifications you undertake at CIT.

Course commencement options

- Semester 1, 2022

Information

For more information on courses and eligibility, visit cit.edu.au/jobtrainer or contact us on:

Individual Enquiries

CIT Student Services — (02) 6207 3188

Industry and Business Enquiries

CIT Business Development — (02) 6205 3298
citbusinessdevelopment@cit.edu.au

Please check the website for the most up to date information.

JobTrainer is a jointly funded initiative of the Commonwealth, state and territory governments, offering free vocational education and training to young people (17 to 24 years, who have finished school), and job seekers across Canberra. Places are limited and you must meet eligibility requirements.