

# Business & Operations Courses

COURSE NUMBER	SUB-STREAM	COURSE NAME	TYPICAL INDUSTRY EXPERIENCE	DURATION (HRS)
BO400	Risk	Risk Management (1) Principles in Civil - Essentials for new supervisors & managers	3 - 10 years	4
BO401	Risk	Risk Planning (2) - How a civil contracting business identifies and manages risk	5+ years	2
*BO402	Systems	A Manager's Guide to understanding management system controls: The law vs. standards & their impact on business	0 - 10 years	2
*BO403	Systems	Understanding ISO14001 in the context of the Civil Construction Industry	0 - 10 years	2
BO404	Systems	Demystifying the Safety Management Standard AS/NZS 45001 (the old 4801)	5+ years	2
BO405	Systems	Demystifying the Quality Management System Standard ISO 9001	5+ years	2
BO406	Financial Mgmt	Financial Management Principles for the New Manager	3 - 10 years	4
BO407	Financial Mgmt	The Importance of Debtor Management	10+ years	2.5
BO408	Financial Mgmt	Understanding Financial Statements	5+ years	4
BO409	Financial Mgmt	Understanding a Profit/Loss	5+ years	4
*BO410	Financial Mgmt	Understanding Balance Sheets	5+ years	4
BO411	Financial Mgmt	Understanding Cash Flow in a Civil Business	10+ years	3
BO412	Financial Mgmt	Asset Management from a Financial Perspective	10+ years	3
BO413	Financial Mgmt	Plant Financing for small to medium contractor businesses - the Do's and Don'ts of growth and asset management	10+ years	2

\* Course has pre-requisites

Strategically managing your business and operations is crucial to ongoing success in the Civil Industry. Through developing key operational skills, managers and leaders can enhance their team's productivity and efficiency to maximise results.

COURSE NUMBER	SUB-STREAM	COURSE NAME	TYPICAL INDUSTRY EXPERIENCE	DURATION (HRS)
BO414	Financial Mgmt	Financial Mgmt for owners of small civil businesses	10+ years	2
BO416	Estimating & Tendering	Understanding waste specifications when tendering	3 - 15 years	4
BO417	Estimating & Tendering	Estimating fundamentals - Interpreting a civil construction specification	0 - 10 years	4
BO419	Commercial/ Contracts	Contracts for new supervisors/ managers: The key issues	0 -5 years	4
BO420	Commercial/ Contracts	An introduction to SOPA and how it affects every supervisor & manager (1)	0 -5 years	4
BO421	Commercial/ Contracts	Ensuring SOPA works - a whole of business approach for a manager of managers (2)	5+ years	4
BO423	Commercial/ Contracts	A Manager's Guide to Identifying Insolvency in a Business	10 + years	2
BO424	Commercial/ Contracts	Contract management law...what a manager of managers needs to know	10+ years	4
BO425	Bus Planning & Strategy	Managing a Small Civil Construction Business Effectively	10+ years	4
BO426	Governance	Directors' and Officers' Duties - the impact on every manager & supervisor	5+ years	4
BO427	Governance	Governance responsibilities for senior executives and business owners	10+ years	3
BO428	Financial Mgmt	Understanding Financial Ratios	10+ years	4

*\* Course has pre-requisites*