



BUILDING BRIDGES WITH TRAINING

Asset Maintenance

CERTIFICATE IV IN ASSET MAINTENANCE

(Cleaning Management) PRM40104



Employers recognize the importance of the key roles their Supervisors and Managers play in their organizations and the necessity for a formal training program.

Lennox Institute is proud to offer a nationally recognized course for Supervisors and Managers. In consultation with employers in the cleaning industry, the BSCAA and the ACI, Lennox has imported relevant units from Frontline Management and the Business Services training packages and customized a unique program for the cleaning industry. The content, assignments and delivery are tailored to train front line staff with the skills required for today's worksites. All aspects of safety and responsibilities necessary for the management of sites and staff are covered.

Lennox Institute is currently enrolling students into the final accelerated Management Program for 2008. To suit busy Managers the training will be delivered over a series of six full day sessions commencing in October and scheduled to be completed early in December 2008.

Venue	Lennox Institute Training Room, 3/2/ Turbo Rd, Kings Park
Fees	\$3500.00 GST exempt *

* Reduced course price of \$3300.00 for BSCAA & ACI members

Your employees may be eligible for traineeship funding & incentives

Wednesday 22 October 2008 9am - 5pm Provide quotation for cleaning services PRMCL25B Organise and monitor cleaning operations PRMCL22B Control the supply of resources to the workplace PRMCL24B	Wednesday 18 February 2009 9am -5pm Manage Workplace Safety Arrangements PRMCMN401A Implement & review risk management process PRMCL42A
Friday 28 November 2008 9am - 2.30pm Recruit & Select personnel BSBHR402A	Wednesday 18 March 2009 9am - 5pm Facilitate effective teamwork PRMCMN404A Facilitate effective client relationships PRMCMN402A Facilitate effective workplace relationships PRMCMN403A
Wednesday 21 January 2009 9am - 5pm Apply time management techniques BSBPM402A Apply cost management techniques BSBPM403A	Wednesday 22 April 2009 9am - 5pm Develop work priorities BSBPM402A Manage projects BSBPM419A

Please don't delay as this is the last intake for 2008!

Contact **Lennox Institute** to confirm your employees eligibility and enrol your students.

PHONE 1300 130 666
www.lennoxinstitute.org