

Accreditation : This Module is a Nationally Accredited Course

Title : **BSBCMN301A –EXERCISE INITIATIVE IN A BUSINESS ENVIRONMENT**

Field Of Study : **Working in industry**

What is this course all about?

This unit involves the skills and knowledge required to exercise initiative and influence others in a business environment. It includes making decisions in accordance with organisational requirements.

When you have finished this course you should be able to demonstrate your ability to:

Model high standards of business practices– BSBCMN301A/01

- ❑ Own work practices are consistent with organisational requirements and with agreed roles and responsibilities
- ❑ Personal work goals are identified, prioritised and pursued in accordance with organisation's goals and objectives
- ❑ Own work practices and behaviour are amended to reflect performance feedback and promote continuous improvement
- ❑ Practices detrimental to the organisation are identified and communicated within appropriate organisational requirements

Influence individuals and groups positively- BSBCMN301A/02

- ❑ Initiative style is consistent with organisational requirements and agreed roles and responsibilities
- ❑ Opportunities are identified and used to raise awareness and commitment to the goals and values of the organisation
- ❑ Appropriate negotiation skills are used to promote group consensus and a common understanding of organisational requirements
- ❑ Coaching and mentoring assistance is provided to individuals and groups to support the achievement of work priorities
- ❑ Encouragement is provided to others to develop innovative practices and strategies consistent with organisational requirements
- ❑ Regular performance feedback is provided to individuals and groups in accordance with organisational requirements

Make informed decisions- BSBCMN205A/03

- ❑ Decision making processes are participative and used to review work of the group and to allocate appropriate responsibilities
- ❑ Parameters for decisions are clear and options are based on valid and reliable information
- ❑ Decisions are consistent with applicable ethical and regulatory obligations and organisational requirements
- ❑ Feedback is given to clarify the impact of decisions

Some examples of individuals that will benefit from these courses are: -

- ❑ Managers
- ❑ Supervisors
- ❑ Front line Staff

What Recognition will you achieve?

Where a demonstrated competency has been achieved in accordance with the endorsed Australian Quality Training Framework (AQTF) standards, a Statement of Results can be issued for those competencies successfully completed in this course. These can be combined with additional competencies achieved later, and together may build towards the issuing of qualification, at Certificate II plus.

How will you be assessed?

Demonstration of competencies for this qualification is achieved via formal assessment. Participants complete a work related project/activities, which incorporates the range of competencies covered for each unit. At completion of each module these activities will be handed in to your trainer, assessed then returned with relevant comments to keep you informed with your progress.

Will you be eligible for subject exceptions?

The units can be completed through attendance at MTG training courses. You may have already attained some competencies covered in the units through previous training, work, or life experience. If you feel you can already demonstrate a competency, then you should apply for **Recognition of Current Competencies (RCC)**. An RCC application form can be found in the MTG trainee welcome kit where you can fill out and fax back to us on (03) 9482-6988 or simply visit our website on www.matrixtraininggroup.com/downloads.php in order to download this application.

What training materials and training aids will you have?

1. **Learner Guides:** - Matrix Training Group will supply each trainee with a module for each unit which contains must know information, learning activities and projects, which will

keep you enthusiastically involved in the course. Upon completion of each module these activities will be handed in to the trainer, assessed then returned to trainees with relevant comments to keep you informed with your progress.

2. **Online Support:** - Your Trainer is always available through E-mail & Website support. Our website address is www.matrixtraininggroup.com
3. **Telephone Support:** - You may call your trainer during business hours for over the telephone support.