



IAD37 Manage Work Priorities Skill Set

National ID: IAD37 | State ID: IAD37

About this course

Are you interested in pursuing a career in business?

NR TAFE is offering a series of business workshops to prepare participants for work in a management role or to build on their existing skills in the workplace.

The Manage Work Priorities Skill Set aims to provide participants with the skills and confidence to:

- Establish personal work goals
- Review and improve setting and meeting work priorities
- Develop and maintain professional competence
- Serve as a positive role model
- Measure competence
- Prioritise demands
- Aim for an appropriate work life balance
- Assess skills/seek feedback from others including networks
- Prepare, conduct and follow up meetings

The units of competency delivered throughout these workshops contribute towards nationally recognised courses, including the [Diploma of Business](#), [Project Management](#), [Leadership and Management](#) and [Human Resources Management](#). Please discuss further study options with your lecturer.

Interested in attending one of the other business workshops? See [Manage Meetings Skill Set](#).

Overview

Semester 2, 2020

8 August, 2020

-  Where: **Broome Campus**
-  When: **Semester 2, 2020**
-  How: **Face-to-face classroom delivery**

Units

This is a suggested study plan. North Regional TAFE offers a variety of alternative units, and packaging rules apply to these selections. Your unit options will be discussed with you prior to enrolment.

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Core

National ID	Unit Title
BSBWOR501	Manage personal work priorities and professional development

Fees and charges

[Click here to view North Regional TAFE's 2020 indicative fees.](#) These fees are indicative for local students enrolling full-time in Government-funded courses. Fees are calculated based on individual circumstances at the time of enrolment. Concessions for eligible certificate I - IV level courses, annual fee caps and other charges may apply.

For more information, please click [here](#).

VET Student Loans

VET Student Loans is an income contingent loan support available to eligible students studying a diploma level or above qualification. For more information, please click [here](#).



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Western Australia.*

Please note, fees are subject to change.



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