

# LEARNING LOUNGE

**Business, HR,  
Marketing & Finance  
Info Pack**

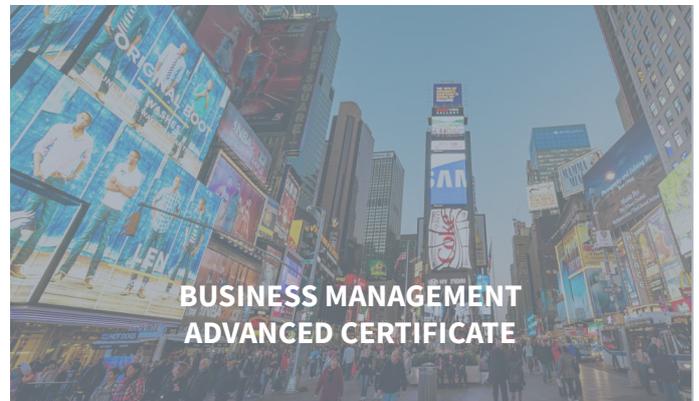
# Business, HR, Marketing, Events & Tourism

Develop a workplace learning environment
Ensure team effectiveness
Facilitate continuous improvement
Interpret market trends and developments
Ensure Team Effectiveness
Make a presentation
Manage human resource services
Manage meetings
Manage People Performance
Manage personal work priorities & professional development
Manage quality customer service
Manage recruitment selection & induction processes
Manage workforce planning
Plan and implement administrative systems
Plan and manage conferences
Support the recruitment, selection & induction for staff
Develop & use emotional intelligence
Apply customer service skills
Apply quality procedures
Complete routine administration tasks
Coach others in job skills
Complete workplace orientation/induction procedures
Conduct housekeeping activities
Conduct induction process
Develop & implement a business plan
Develop & implement marketing strategies
Enhance the customer service experience
Establish & maintain a WHS system
Establish and conduct business relationships
Interact with customers
Contribute to Effective Workplace Relationships
Lead and manage people
Manage finances
Manage finances within a budget
Manage operational plan

Manage projects
Manage quality customer service
Manage risk
Monitor work operations
Prepare & monitor budgets
Prepare & present proposals
Follow workplace health and safety
Provide service to customers
Sell products and services
Show social and cultural sensitivity
Use communication systems
Work effectively with others
Work in a socially diverse environment
Write complex documents

## Best Selling Course Bundles

*Checkout our recommended Course Bundles and Certificate Courses, created by combining Micro-Credential (topics) available in this category library.*





**HOW TO WRITE A BUSINESS  
PLAN CERTIFICATE**



**MARKETING BASICS  
CERTIFICATE**



**ENTREPRENEURSHIP  
CERTIFICATE**



**ADVANCED SALES & CUSTOMER  
SERVICE SKILLS CERTIFICATE**



**HOW TO SAVE MONEY  
CERTIFICATE**



**PREPARE AND  
MONITOR BUDGETS**

# Course Bundles and Certificate Courses Breakdown

*Exactly which Micro-Credential (topics) have been used in each Course Bundle or Certificate.*

<b>BUSINESS COURSE BUNDLE (9 CERTIFICATES)</b>
Write Complex Documents
Manage Personal Work Priorities & Professional Development
Support The Recruitment, Selection & Induction For Staff
Manage Meetings
Plan And Implement Administrative Systems
Manage Quality Customer Service
Lead and Manage Team Effectiveness
Coach Others In Job Skills
Prepare & Monitor Budgets
Manage Finances
Identify Hazards, Assess And Control Safety Risks
Prepare & Present Proposals
Lead And Manage People
Manage Recruitment Selection & Induction Processes
Plan And Manage Conferences
Prepare & Monitor Budgets
Participate In Safe Work Practices
Facilitate Continuous Improvement
Interpret Financial Information
Interact With Customers
Provide Service To Customers
Sell Products And Services
Coach Others In Job Skills
Develop & Implement Marketing Strategies
Interpret Market Trends and Developments
Plan E-Marketing Communications
Write Persuasive Copy
Make A Presentation
Develop & Implement a Business Plan
Establish And Conduct Business Relationships
Enhance The Customer Service Experience
Prepare & Present Proposals

<b>This bundle is made up of these courses:</b>
Advanced Certificate in Business Management
Advanced Certificate in Business Administration
How to Start a Business
How to Write a Business Plan
Marketing 101
Entrepreneurship
Advanced Sales & Customer Service Skills
How to Save Money
Prepare and Monitor Budgets

<b>BUSINESS MANAGEMENT ADVANCED CERTIFICATE</b>
Lead And Manage People
Manage Personal Work Priorities & Professional Development
Support The Recruitment, Selection & Induction For Staff
Manage Meetings
Plan And Implement Administrative Systems
Manage Quality Customer Service
Facilitate Continuous Improvement
Lead and Manage Team Effectiveness
Coach Others In Job Skills
Prepare & Monitor Budgets
Manage Finances
Identify Hazards, Assess And Control Safety Risks
Prepare & Present Proposals
Write Complex Documents

## **BUSINESS ADMINISTRATION ADVANCED CERTIFICATE**

Manage Personal Work Priorities & Professional Development
Manage Recruitment Selection & Induction Processes
Plan And Manage Conferences
Manage Meetings
Plan And Implement Administrative Systems
Write Complex Documents
Prepare & Monitor Budgets
Identify Hazards, Assess and Control Safety Risks
Participate In Safe Work Practices
Facilitate Continuous Improvement

## **HOW TO WRITE A BUSINESS PLAN CERTIFICATE**

Develop & Implement A Business Plan
Manage Operational Plan
Develop & Implement Marketing Strategies

## **MARKETING BASICS CERTIFICATE**

Develop & Implement Marketing Strategies
Interpret Market Trends and Developments
Make A Presentation
Develop & Implement a Business Plan

## **ADVANCED SALES & CUSTOMER SERVICE SKILLS CERTIFICATE**

Interact With Customers
Provide Service To Customers
Enhance The Customer Service Experience
Manage Quality Customer Service
Sell Products And Services
Make A Presentation
Prepare & Present Proposals
Establish And Conduct Business Relationships

## **HOW TO START A BUSINESS CERTIFICATE**

Interact With Customers
Provide Service To Customers
Develop & Implement Marketing Strategies
Develop & Implement A Business Plan
Establish And Conduct Business Relationships
Manage Finances Within A Budget
Manage Personal Work Priorities & Professional Development
Manage Recruitment Selection & Induction Processes
Plan and Manage Conferences
Manage Meetings
Plan And Implement Administrative Systems
Manage Quality Customer Service
Interpret Financial Information
Sell Products And Services
Prepare & Monitor Budgets
Coach Others In Job Skills

## **ENTREPRENEURSHIP CERTIFICATE**

Interact With Customers
Provide Service To Customers
Sell Products And Services
Develop & Implement Marketing Strategies
Develop & Implement A Business Plan
Interpret Market Trends and Developments
Enhance The Customer Service Experience
Make a Presentation
Prepare & Present Proposals

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Back Welcome to your Learning Lounge My Courses and Learning Plans Business Course Bundle How to Write a Business Plan Certificate

Section 1

Menu

## CONSULTING WITH STAKEHOLDERS

You will often find that your organisation already has existing strategic, business and operational plans.

There will be times when these need to change or be refreshed. This is not an individual task and many people will eventually be included in the process.

It is very important that you consult with relevant stakeholders to make sure you have gathered all necessary information to complete a successful review of your existing plans.

Hover over each button to reveal key stakeholders you may need to consult with.



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How to Write a Business Plan Certificate  
ID: E-Z1G4ZV  
1 / 13 lessons completed

PREVIOUS NEXT

Welcome to your Business Course! Lesson

Develop & Implement A Business Plan 0 / 4

Develop and Implement a Business Plan Section One SCORM

Develop and Implement a Business Plan Section Two SCORM

Develop and Implement a Business Plan Section Three SCORM

Learning plan Business Course Bundle 0% progress 1h 23m/642h 0m

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Section 1

Menu

## INTRODUCTION

Welcome to the unit - "Prepare and Monitor Budgets". In this unit, you will be required to analyse financial and other business information when preparing and monitoring budgets.

You will be working through the process of preparing information for a budget, drafting and finalising the budget, then identifying any deviations whilst monitoring and reviewing budgetary performance.

This unit applies to all tourism, hospitality and event sectors, and the budget may be for an entire organisation, a department or a particular project.

Ready? Let's get started!



1 of 27

Prepare and Monitor Budgets Certificate  
ID: E-J0E881  
0 / 5 lessons completed

PREVIOUS NEXT

Prepare and Monitor Budgets Section One SCORM

Prepare and Monitor Budgets Section Two SCORM

Prepare and Monitor Budget Section Three SCORM

Prepare and Monitor Budget Section Four SCORM

Prepare and Monitor Budgets Test

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Back Welcome to your Learning Lounge My Courses and Learning Plans Business Course Bundle Prepare and Monitor Budgets Certificate

Learning plan Business Course Bundle 0% progress 1h 23m/642h 0m

- Prepare and Monitor Budgets Certificate**  
 Planning is the key to an organisation achieving its goals. However, translating high-level plans into realistic and workable budgets can be a challeng...  
 E-Learning | Duration: 40h
- Business Management Advanced Certificate**  
 We can help you take another exciting step towards the career of your dreams as a manager. With our online Advanced Certificate in Business Mana...  
 E-Learning | Duration: 140h
- Business Administration Advanced Certificate**  
 With our Advanced Certificate in Business Administration you'll learn the advanced level administrative skills to manage and supervise others in any ...  
 E-Learning | Duration: 80h
- How to Start a Business Certificate**  
 Are you dreaming of running your own business? Do you have a great new business idea? This comprehensive course will give you the skills, knowle...  
 E-Learning | Duration: 36h
- How to Write a Business Plan Certificate**  
 Starting a business is one of the most difficult and challenging things you will ever do. Make it easier with this course and don't become another "fail...  
 E-Learning | Duration: 20h

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Section 1

Menu **Instructions**

## EVALUATING PLANS

When evaluating pre-existing plans, you should ask yourself some questions. The answers will allow you to define what is working and what is in need of attention. You can then develop a framework for change.

Hover over each button to reveal questions to ask.

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**How to Write a Business Plan Certificate**  
ID: E-Z1G4ZV

1 / 13 lessons completed

PREVIOUS NEXT

Welcome to your Business Course! Lesson

Develop & Implement A Business Plan 0 / 4

Develop and Implement a Business Plan Section One SCORM

Develop and Implement a Business Plan Section Two SCORM

Develop and Implement a Business Plan Section Three SCORM

# *What next?*

*Please contact to arrange a meeting  
for further discussions.*

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