



Duty Manager Program

presented by the CMAA Riverina Murray Zone

Tuesday 5 & Wednesday 6 April 2022 Euston Club, Euston

The CMAA Riverina Murray Zone Committee invite registrations onto this high impact 2 day course to be delivered in the Murray Riverina Zone at the Euston Club, Euston.

This builds on the Supervisor Bootcamp program for those potential and existing line managers who want to further deepen their skills and knowledge of club management principles.

Cost Control & Understanding Profit & Loss (D1) & Navigating the Award & Rostering Staff (D2)

Learn how to:

- Use cost control principles to understand & determine gross profit, COGS, & labour costs %
- Explain the significance of an increase/decrease in the gross profit, COGS labour cost figures
- Identify factors affecting profit by department
- Perform basic exercises from different operational areas - Understand best practice purchasing
- Navigate and understand the Registered & Licensed Clubs Award 2020
- Define modern awards and enterprise agreements - Understand today's Industrial Relations landscape
- Apply Award Conditions to effectively roster staff with the Award
- Implement and maintain staff rosters - Identify & deal with the impact of flexible rostering on Payroll
- Analyse, interpret and rectify staff rosters

Participants will receive a **Certificate of Attendance** on successful completion of course requirements.

CMAA Members/Affiliates \$440 incl GST

Non-Member \$660 incl GST

ACCM Points CMAA Members & Affiliates earn 25 points for successful course completion.

To REGISTER for the course, scan & email the completed Registration Section below; send it to: David Hart, Zone Education Officer, dhart@denirsl.com David's mobile 041770835

Participant Name: _____

Participant Name: _____

Participant Name: _____

Registering more than 3 people?, then send a separate email with the participant's details to David

Your Club's Name: _____

Your Signature: _____

Make your payment directly to:

CMAA Riverina Murray Zone BSB: 032 373 Account Number: 208601