



elevateB

Personal and Professional Development

Online course that can be taken on its own or as part of 12 courses that make up the **CMAA Leadership & Management Program** via the CMAA's online partner **elevateB**.

Course Outline

Your organisational skills at work and in life in general, are the cornerstones of success. At the centre of these skills is the ability to establish goals and prioritise the tasks to achieve your goals.

By establishing strong work routines, you will promote your value and have a significant impact on the work culture and patterns of behaviour of others in the work environment.

This course will provide you with the knowledge to create systems and organise information that you will use to be effective and efficient in your work and personal life.

In addition, you will recognise the importance of continuing to develop these skills and enhance your professional reputation and standing.

Course Delivery

This comprehensive course is delivered via an interactive, online platform providing the flexibility to study and learn at times that suits participants commitments and at a pace that suits their lifestyle.

Course material is comprised of readings, links, videos, activities and assessments (optional) in a comprehensive learning experience.

TO REGISTER



Scan here

for course cost and details
or www.elevateb.com.au/cmllp

Or contact **elevateB** directly
PHONE 07 3726 9598
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ACCM POINTS

CMAA Members &
CMDA Affiliates earn

12 POINTS

for successful
completion of this
course.