


IN PERSON

COURSE

Duty Managers Program

 2 day, in-person course

 www.cmaa.asn.au



ACCM Points

CMAA Members & Affiliates

attending will earn:

25 ACCM POINTS

for the successful completion of this course



Building line management skills and knowledge

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.

It has two parts; the first is delivered in-person by the CMAA and covers:

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

The second part is optional for those who select to build on the in-person component by enrolling into the ONLINE CMAA Leadership & Management Program to undertake a number of recommended units listed below.

Enrol into the face to face component with the CMAA and 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



As an option to build on the face to face component of the program, the CMAA recommends participants can also enrol in the ONLINE CMAA Leadership & Management Program and undertake any of the following units:

- + Budgeting & Financial Plans or Continuous Improvement or Communication Influence

SCAN to enrol directly for the online units or visit this link: www.elevateb.com.au/cmllp

There is an extra cost per online unit taken. Details are listed on the [elevateb](http://elevateb.com.au) website and payment for the online units are to be paid directly to [elevateb](http://elevateb.com.au).

CMAA Members

\$680 +GST

per person

Non-Members

\$880 +GST

per person

Management Level

Club Staff

Delivery Method

In Person

Department

Leadership



CLUB MANAGERS' ASSOCIATION AUSTRALIA



REGISTER TODAY

www.cmaa.asn.au

OR contact 02 9746 4199 or training@cmmaa.asn.au