



RTO#32461

RIICOM301D: Communicate information (Supervisor 3)

This unit covers the knowledge and application of skills required to successfully communicate information within the Resources and Infrastructure Industries. The course aims to focus on skills related to supervising a team, effective communication methods, delivering within a meeting and negotiating in the workplace. This course comprises of theory components with written assessments and a practical skill assessment demonstrating the ability to communicate information in the workplace. Participants are encouraged to bring examples of their own workplace evidence of communication (such as workplace documents – void of private information.) This course forms part of a series of units of competencies (RIIRIS301D – Apply risk management processes - S1 and RIIWHS301D – Conduct safety and health investigations- S2) for those looking to progress to a supervisory role.

Participants must have a sound knowledge of the English language

Course Content Summary

- Plan and prepare to communicate information
- Communicate information verbally and written
- Achieve meeting outcomes
- Make a presentation
- Participate in negotiations
- Record information accurately and clearly



Course Details

Cost: \$330.00 per participant

Payment Options: Cash / MasterCard & Visa / Debit Card

Duration: 1 day (8.00am sharp to 4.00pm)

Clothing:

Long pants
Covered shoes (no thongs)

Refreshments:

Complimentary tea, coffee and biscuits
Fridges and microwaves available for participant use
Food van attends at meal times

Location:

Dawsons Training
Gate 2: 50 Greenbank Road, Stratford QLD. Parking is available in Gate 3.

Outcome: Statement of Attainment