



**WE ARE THE TRAINING EXPERTS!**

## Marriage Celebrant Ongoing Professional Development

### BSBRKG403 Set up business or record systems for a small business

*All courses are going ahead as scheduled, however due to COVID-19 we are undertaking extra cleaning and following all government guidelines to ensure the safety of staff and students.*

This one-day workshop provides celebrants with the skills and knowledge to create a solid business system for their small business.

Attending the one-day workshop can be used for ongoing Professional Development, as upon completion you will be awarded a Professional Development certificate.

#### Topics include:

- Record keeping
- Business Systems
- Business reviewing and planning



## COURSE DETAILS

**Time:** 9:00 am to 3:00 pm

**Cost:** \$160

**Location:** 405 Nepean Hwy, Frankston

Please contact Anna Smale to book your place:

[anna@annasmalecelebrant.com.au](mailto:anna@annasmalecelebrant.com.au)

#### Upcoming dates:

- Sunday 24 May 2020 - Full
- Monday 25 May 2020 - Full
- Sunday 14 June 2020
- Monday 15 June 2020 - Full
- Sunday 12 July 2020 - Full
- Monday 13 July 2020
- Sunday 15 August 2020
- Monday 17 August 2020