



2008 Seed Diploma of Retail Management

Session Times: 9.00am – 5.00pm

| Enrolment Deadline | VIC | NSW | QLD | WA |
|--|--------|-------|--------|--------|
| Enrolment is required one month prior for course material to be sent to you before your first session. | 11 Jan | 8 Feb | 21 Mar | 28 Mar |

| Session | Session Name | Session Dates | | | |
|-----------|---|---------------|----------|----------|----------|
| | | VIC | NSW | QLD | WA |
| Session 1 | Manage Merchandise and Store Presentation | 6 Feb | 12 Mar | 23 April | 30 April |
| | Buy Merchandise | | | | |
| Session 2 | Lead and Manage People | 5 Mar | 16 April | 21 May | 4 June |
| | Initiate and Implement Change | | | | |
| Session 3 | Review Marketing Performance | 9 April | 14 May | 18 Jun | 2 July |
| | Develop a Marketing Communications Plan | | | | |
| Session 4 | Manage Financial Resources | 7 May | 11 June | 16 July | 30 July |
| | Manage Store Facilities | | | | |
| Session 5 | Review Product/Service Performance | 4 June | 9 July | 20 Aug | 27 Aug |
| | Manage Sales and Service Delivery | | | | |
| Session 6 | Control Store Security/Loss | 2 July | 13 Aug | 17 Sept | 24 Sept |
| | Provide a Safe Working Environment | | | | |
| Session 7 | Manage People Performance | 30 July | 10 Sept | 15 Oct | 22 Oct |
| | Administer Human Resources Policy | | | | |
| Session 8 | Analyse and Communicate Information | 27 Aug | 8 Oct | 12 Nov | 19 Nov |
| | Set Strategic Plans | | | | |