# BUSINess manager professional learning map

**Version: Reviewed and updated on 02 March 2021**

The Professional Learning Map provides an overview of available professional learning business managers can choose to undertake, including opportunities offered by the Department and also external providers, mapped to the Business Manager Capability Framework. Business managers can use this resource to find professional learning opportunities that will provide targeted professional learning towards identified areas for development.

| Capability | | Business Manager Professional Learning Suite | Bastow Institute of Educational Leadership | LearnED | External Providers |
| --- | --- | --- | --- | --- | --- |
| Technical Skills | Finance and Procurement | Financial Activity Handbook (Chapters 1-6)  Occupational Health and Safety Handbook (Chapter 3)  Coordinate Resources Handbook (Chapter 2) | [School Procurement](https://www.bastow.vic.edu.au/professional-learning/school-procurement) | New Business Managers Session (Financial Management in schools)  FBT Principal and Business Managers  Introduction to School Finance  Financial Reporting  Budget Preparation and Financial Reporting  CASES21 Finance | [Graduate Certificate of Education Business Leadership (Deakin)](https://www.deakin.edu.au/course/graduate-certificate-education-business-leadership)  [BMV Mentor Program](https://bmv.org.au/programs/) |
|  | Governance Acumen | Financial Activity Handbook (Chapters 1,3-5)  Project Work Handbook (Chapter 1)  Risk Management Handbook (Chapter 4)  Occupational Health and Safety Handbook (Chapter 1)  Compliance Framework Handbook (Chapters 1-2)  Workplace Relations Handbook (Chapter 2)  Recruitment Handbook (Chapter 1) | [Strategic Management for School Leaders](https://www.bastow.vic.edu.au/professional-learning/SMSL)  [Bricks and Mortar Asset Management](https://www.bastow.vic.edu.au/professional-learning/bricks-and-mortar-asset-management)  [School Procurement](https://www.bastow.vic.edu.au/professional-learning/school-procurement)  [Law and Order](https://www.bastow.vic.edu.au/professional-learning/law-and-order) | OHS for Managers and School Principals  OHS for Employees - Refresher  Privacy for Schools Staff  Knowledge and Records Management  Recruitment Online  Recruitment Online & eduPay Introduction  Conflicts of Interest | [Graduate Certificate of Education Business Leadership (Deakin)](https://www.deakin.edu.au/course/graduate-certificate-education-business-leadership)  [BMV Mentor Program](https://bmv.org.au/programs/)  [Merit Protection Training](https://www.mpb.vic.gov.au/training/Pages/Training-Dates.aspx) |
|  | Operational Acumen | Financial Activity Handbook (Chapters 2,6)  Team Innovation Handbook (Chapter 1)  Project Work Handbook (Chapter 1)  Risk Management Handbook (Chapter 1)  Occupational Health and Safety Handbook (Chapters 1,3)  Recruitment Handbook (Chapter 4)  Coordinate Resources Handbook (Chapter 2) | [Strategic Management for School Leaders](https://www.bastow.vic.edu.au/professional-learning/SMSL)  [Bricks and Mortar Asset Management](https://www.bastow.vic.edu.au/professional-learning/bricks-and-mortar-asset-management)  [School Procurement](https://www.bastow.vic.edu.au/professional-learning/school-procurement)  [Workforce Planning](https://www.bastow.vic.edu.au/professional-learning/workforce-planning)  [Law and Order](https://www.bastow.vic.edu.au/professional-learning/law-and-order) | CASES21 Administration  Recruitment Online  Recruitment Online & eduPay Introduction  Inclusive Recruitment | [Graduate Certificate of Education Business Leadership (Deakin)](https://www.deakin.edu.au/course/graduate-certificate-education-business-leadership)  [BMV Mentor Program](https://bmv.org.au/programs/) |
|  | Resource Coordination | Team Innovation Handbook (Chapter 2)  Project Work Handbook (Chapter 3)  Coordinate Resources Handbook (Chapters 1-4) | [Strategic Management for School Leaders](https://www.bastow.vic.edu.au/professional-learning/SMSL)  [Bricks and Mortar Asset Management](https://www.bastow.vic.edu.au/professional-learning/bricks-and-mortar-asset-management)  [School Procurement](https://www.bastow.vic.edu.au/professional-learning/school-procurement)  [Workforce Planning](https://www.bastow.vic.edu.au/professional-learning/workforce-planning) | CASES21 Administration | [Graduate Certificate of Education Business Leadership (Deakin)](https://www.deakin.edu.au/course/graduate-certificate-education-business-leadership) |
|  | Risk Management | Financial Activity Handbook (Chapters 4,6)  Project Work Handbook (Chapter 3)  Risk Management Handbook (Chapters 2-3)  Occupational Health and Safety Handbook (Chapters 2-3)  Compliance Framework Handbook (Chapter 3)  Recruitment Handbook (Chapters 2-3)  Coordinate Resources Handbook (Chapters 2-3) | [Strategic Management for School Leaders](https://www.bastow.vic.edu.au/professional-learning/SMSL)  [Risk Management](https://www.bastow.vic.edu.au/professional-learning/risk-management) | Risk Management – Strategic Management for School Leaders  Risk Management Training  Fraud and Corruption Control | [BMV Mentor Program](https://bmv.org.au/programs/) |
| People Skills | Stakeholder Engagement | Emotional Intelligence Handbook (Chapter 1)  Team Innovation Handbook (Chapter 2)  Occupational Health and Safety Handbook (Chapter 4)  Financial Activity Handbook (Chapter 6) | [Strategic Management for School Leaders](https://www.bastow.vic.edu.au/professional-learning/SMSL)  [People Power](https://www.bastow.vic.edu.au/professional-learning/people-power) | Building a Mentally Healthy Workplace | [BMV Mentor Program](https://bmv.org.au/programs/) |
|  | Relationship Building | Emotional Intelligence Handbook (Chapter 2)  Workplace Relations Handbook (Chapter 3)  Financial Activity Handbook (Chapter 6) | [People Power](https://www.bastow.vic.edu.au/professional-learning/people-power) |  | [BMV Mentor Program](https://bmv.org.au/programs/) |
|  | Supportive Leadership | Emotional Intelligence Handbook (Chapter 4)  Team Innovation Handbook (Chapter 4)  Workplace Relations Handbook (Chapter 1) | [Workforce Planning](https://www.bastow.vic.edu.au/professional-learning/workforce-planning)  [People Power](https://www.bastow.vic.edu.au/professional-learning/people-power) | Human Rights approach to diversity and inclusion  Building a Mentally Healthy Workplace  Respectful Workplaces Workshop | [Graduate Certificate of Education Business Leadership (Deakin)](https://www.deakin.edu.au/course/graduate-certificate-education-business-leadership)  [BMV Mentor Program](https://bmv.org.au/programs/) |
|  | Communicating with Others | Emotional Intelligence Handbook (Chapter 2)  Project Work Handbook (Chapter 4)  Risk Management Handbook (Chapter 3)  Occupational Health and Safety Handbook (Chapter 2)  Compliance Framework Handbook (Chapter 4)  Workplace Relations Handbook (Chapter 1)  Financial Activity Handbook (Chapter 6) | [People Power](https://www.bastow.vic.edu.au/professional-learning/people-power) | Building a Mentally Healthy Workplace | [BMV Mentor Program](https://bmv.org.au/programs/) |
|  | Teamwork | Team Innovation Handbook (Chapter 3)  Project Work Handbook (Chapter 4) | [People Power](https://www.bastow.vic.edu.au/professional-learning/people-power) | Human Rights approach to diversity and inclusion | [BMV Mentor Program](https://bmv.org.au/programs/) |
| Self-Mastery | Ethics and Values | Emotional Intelligence Handbook (Chapter 2)  Team Innovation Handbook (Chapter 4)  Risk Management Handbook (Chapter 4)  Compliance Framework Handbook (Chapter 1)  Financial Activity Handbook (Chapter 3)  Coordinate Resources Handbook (Chapter 2) | [Law and Order](https://www.bastow.vic.edu.au/professional-learning/law-and-order) | Human Rights approach to diversity and inclusion  Understanding DET Values - Schools | [BMV Mentor Program](https://bmv.org.au/programs/) |
|  | Problem Solving | Team Innovation Handbook (Chapter 3)  Risk Management Handbook (Chapter 4)  Workplace Relations Handbook (Chapter 3) |  |  | [BMV Mentor Program](https://bmv.org.au/programs/) |
|  | Flexibility | Emotional Intelligence Handbook (Chapter 3)  Workplace Relations Handbook (Chapters 3-4) |  |  | [BMV Mentor Program](https://bmv.org.au/programs/) |
|  | Organising and Planning | Emotional Intelligence Handbook (Chapter 4)  Team Innovation Handbook (Chapter 2)  Project Work Handbook (Chapter 2)  Occupational Health and Safety Handbook (Chapter 4)  Compliance Framework Handbook (Chapter 4)  Recruitment Handbook (Chapter 4)  Financial Activity Handbook (Chapter 5)  Coordinate Resources Handbook (Chapter 4) | [Workforce Planning](https://www.bastow.vic.edu.au/professional-learning/workforce-planning) | Knowledge and Records Management | [Graduate Certificate of Education Business Leadership (Deakin)](https://www.deakin.edu.au/course/graduate-certificate-education-business-leadership)  [BMV Mentor Program](https://bmv.org.au/programs/) |
|  | Resilience | Emotional Intelligence Handbook (Chapter 1)  Workplace Relations Handbook (Chapter 4) |  |  | [BMV Mentor Program](https://bmv.org.au/programs/) |