

BSB50420 DIPLOMA OF LEADERSHIP & MANAGEMENT

The Diploma of Leadership & Management is designed for those who currently supervise or lead staff within their workplace or for those who want to develop leadership skills in preparation for future leadership positions.

The program looks at key areas of business and operational management with emphasis on developing skills in effective leadership and communication, performance management, continuous improvement initiative, and guiding teams to achieve set goals and targets.

Program Outcomes

- ✓ Use emotional intelligence to increase self-awareness, self-management, social awareness and relationship management.
- ✓ Establish and manage processes and procedures to support workplace relationships taking into account the organisation's values, goals and cultural diversity.
- ✓ Develop and monitor implementation of operational plans to ensure efficient and effective workplace practices, productivity and profitability.
- ✓ Develop strategies to manage organisational systems that ensure products and services are delivered and maintained to standards agreed by the organisation.
- ✓ Understand recruitment and selection processes.
- ✓ Lead and manage continuous improvement systems and processes and manage opportunities for further improvements.
- ✓ Manage staff performance through development and monitoring of key performance indicators and standards, and by providing timely coaching and feedback.
- ✓ Manage a range of meetings including overseeing the meeting preparation processes, chairing meetings, organising the minutes and reporting meeting outcomes.
- ✓ Manage planning in relation to an organisation's workforce including researching requirements, developing objectives and strategies, implementing initiatives and monitoring and evaluating trends.

Program Snapshot



Duration

12-18 months



Delivery Options

- Virtual (online) classes
- Face to face in the workplace if sufficient numbers on one site
- Supplemented by extensive workplace practice.



Assessment Methods

- Theory & knowledge assessments
- Case studies
- Practical exercises
- Project Work
- Workplace observations
- Workplace Supervisors' reports



Pre-requisites

It is required that learners be employed in a position that allows them to demonstrate application of skills required by the program. Learners will need access to the internet for on-line research and activities.

LLN will be assessed prior to course commencement.



Resources Provided

Learning resources will be provided including training manuals, powerpoint presentations, You-tube clips, webinars etc.



Costs

\$Price on application
State Government funding may be available for eligible individuals. Contact us to see if you're eligible for government funding.



BSB50420 DIPLOMA OF LEADERSHIP & MANAGEMENT

Program Structure

BSB50420 Diploma of Leadership and Management requires completion of 12 units of competency. * Indicates core units.

- Communicate with influence (BSBCMM511) *
- Develop critical thinking in others (BSBCRT511) *
- Manage people performance (BSBLDR522)
- Lead and manage effective workplace relationships (BSBLDR523) *
- Manage business operational plans (BSBOPS502) *
- Manage business risk (BSBOPS504)
- Manage personal and professional development (BSBPEF501)
- Develop and use emotional intelligence (BSBPEF502) *
- Undertake project work (BSBPMG430)
- Facilitate continuous improvement (BSBSTR502)
- Manage team effectiveness (BSBTWK502) *
- Lead communication in the workplace (BSBXC501)

Induction: Trainees will be introduced to the course, delivery and assessment methods, and expectations and rights of trainees prior to course commencement.

All trainees are expected to comply with worksite WHS procedures and policies during practical activities. Safety procedures in the classroom will be explained at the commencement of the course.

RPL & Credit Transfer: Students who believe they have sufficient past experience to demonstrate full competence against particular units may apply for RPL using the forms and processes available from the TME office. Students may apply for credit transfer for any units completed in prior qualifications, including for the elective units.

Funding: This program may be supported by Victorian State Government funding or subsidised by the NSW Government subject to eligibility. New employees may also be eligible for Commonwealth Government Funding. Contact us to check your eligibility.

Workplace Training: Programs can be customised to meet individual or workplace requirements. On the job training and assessment activities are built into our programs to benefit employers and enable learners to develop relevant workplace skills.

We actively tailor training for people from diverse backgrounds, including those with disabilities and encourage all to apply.

Information in this flyer may be subject to change. Contact us to ensure you have the most current information about this program.

BSB50420 Dip Leadership & Management v 2021.06.docx