

BSB50420 – DIPLOMA OF LEADERSHIP & MANAGEMENT

AVAILABLE NOW!

SOME KEY TOPICS



This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

They may plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

This qualification is:

- A twelve-day program delivered over 12 months.
- Facilitator led with guided practical application.
- Customised for your organisation.

The total fee for program is \$4,200 per participant.

Funding is available for eligible applicants.

TO BOOK PHONE OR EMAIL

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PROGRAM OVERVIEW

BSB50420 DIPLOMA OF LEADERSHIP & MANAGEMENT

This qualification is made up 12 units of study including 6 core units.
 Program delivery schedule and mode is customised to the needs of the organisation.
 Alternative elective choices are available.

| ORGANISATIONAL LEADERSHIP | | |
|-----------------------------|---|--------|
| BSBLDR411 | Demonstrate leadership in the workplace | DAY 1 |
| BSBSTR503 | Develop organisational policy | DAY 2 |
| MANAGING SELF | | |
| BSBPEF502 | Develop and use emotional intelligence | DAY 3 |
| BSBCMM511 | Communicate with influence | DAY 4 |
| BSBCMM411 | Make Presentations | DAY 5 |
| LEADING AND MANAGING OTHERS | | |
| BSBTWK502 | Manage team effectiveness | DAY 6 |
| BSBLDR523 | Lead and manage effective workplace relationships | DAY 7 |
| BSBCMM412 | Lead difficult conversations | DAY 8 |
| MANAGING OPERATIONS | | |
| BSBOPS502 | Manage business operational plans | DAY 9 |
| WORKPLACE PRACTICE | | |
| BSBCRT511 | Develop critical thinking in others | DAY 10 |
| BSBSTR502 | Facilitate continuous improvement | DAY 11 |
| BSBTWK503 | Manage meetings | DAY 12 |

UNITS OF COMPETENCY

BSB50420 DIPLOMA OF LEADERSHIP & MANAGEMENT

This qualification is made up 12 units of study including 6 core units.

BSBLDR411 – Demonstrate Leadership in the workplace

This unit will develop the skills and knowledge required to lead teams and individuals by modelling high standards of conduct to reflect the organisation's standards and values. These leaders have a strong influence on the work culture, values and ethics of the teams they supervise.

BSBSTR503 – Develop organisational policy

This unit will develop the skills and knowledge required to develop and review workplace policy. It covers anticipating and confirming the need for policy development or review; planning the policy development process; gathering and analysing information; determining policy direction; and drafting, releasing and promoting policy.

BSBPEF502 – Develop and use emotional intelligence

Utilising the Genos EI assessment tool, this unit will develop the skills and knowledge required to develop and use emotional intelligence to increase self-awareness, self-management, social awareness and relationship management in the workplace.

BSBCMM511 – Communicate with influence

This unit will develop the knowledge and skill required to present and negotiate persuasively. It applies to individuals who are managers and leaders required to identify, analyse, synthesise and act on information from a range of sources, and who deal with unpredictable problems as part of their job role.

BSBCMM411 – Make Presentations

This unit will develop the leadership skills required to prepare, deliver and review presentations for target audiences. It applies to individuals who may be expected to make presentations for a range of purposes.

BSBTWK502 – Manage team effectiveness

This unit of study includes using systems and strategies to encourage participation in the process of monitoring and reviewing performance and identifying opportunities for further improvement.

BSBLDR523 – Lead and manage effective workplace relationships

This unit will develop the skills and knowledge required to lead and manage effective workplace relationships. It applies to individuals who have a prominent role in establishing and managing processes and procedures to support workplace relationships.

UNITS OF COMPETENCY

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This qualification is made up 12 units of study including 6 core units.

BSBCMM412 – Lead difficult conversations

This unit applies to individuals who may work as managers and leaders and are required to lead difficult conversations in the workplace. It focusses on developing verbal and relationship building skills in having difficult conversations.

BSBOPS502 – Manage business operational plans

This unit will develop the skills and knowledge required to develop and monitor the implementation of operational plans to support efficient and effective workplace practices and organisational productivity and profitability.

BSBCRT511 – Develop critical thinking in others

This unit will develop the skills and knowledge required to develop critical and creative thinking skills in others within a workplace context. It applies to individuals who are developing and coaching others, for whom critical thinking skills are an important part of their job roles.

BSBSTR502 – Facilitate continuous improvement

This unit will develop the skills and knowledge required to lead and manage continuous improvement systems and processes. Particular emphasis is on the development of systems and the analysis of information to monitor and adjust performance strategies, and to manage opportunities for further improvements.

BSBTWK503 – Manage meetings

This unit describes the skills and knowledge required to manage a range of meetings including overseeing the meeting preparation processes, chairing meetings, organising the minutes and reporting meeting outcomes.

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