

BSB40520 – CERTIFICATE IV IN LEADERSHIP & MANAGEMENT

10 DAY COURSE

SOME KEY TOPICS



This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts.

As well as assuming responsibility for their own performance, individuals at this level provide leadership, guidance and support to others. They also have some responsibility for organising and monitoring the output of their team. They apply solutions to a defined range of predictable and unpredictable problems, and analyse and evaluate information from a variety of sources.

This ten day program has been designed around a working project. The project is broken down into 4 parts that are sequenced logically through the course.

**Ask us about Government Funding
for students aged 45+**

TO BOOK PHONE OR EMAIL

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PROGRAM OVERVIEW

This qualification is made up 12 units of study including 5 core units.
The ten-day program is delivered over a 12 month period.

UNITS OF COMPETENCY

BSBPMG430 – Undertake project work

This unit will develop the skills and knowledge required to undertake a minor project or a section of a larger project. It involves planning, developing, implementing, monitoring, and evaluating a work project.

BSBPEF402 – Develop personal work priorities

This unit will develop the skills and knowledge required to plan and prioritise work tasks. It also addresses the importance for monitoring and obtaining feedback on personal work performance.

BSBXTW401 – Lead and facilitate a team

This unit will develop the knowledge and skill required for a leader or supervisor to oversee the work of others. Individuals will build awareness of their role in leading others.

BSBLDR413 – Lead effective workplace relationships

This unit focuses on the leadership skills required to promote team cohesion. It includes key learning in motivating, mentoring, coaching, and developing others.

BSBSTR401 – Promote innovation in team environments

This unit will develop the skills and knowledge required to implement ways of promoting innovation within team environments. It focuses on strategies for encouraging creative thinking and innovative work practice.

BSBSTR502 – Facilitate continuous improvement

This unit describes the skills and knowledge required to lead and manage continuous improvement systems and processes, with particular emphasis on the development of systems and the analysis of information.

BSBOPS402 – Coordinate business operational plans

This unit will develop the skills and knowledge required to implement operational plans through planning and acquiring resources, monitoring, and adjusting operational performance.

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.

BSBLDR412 – Communicate effectively as a workplace leader

This unit will develop the skills and knowledge required to communicate effectively as a workplace leader. It includes understanding context for communication and choosing methods to suit the audience.

BSBCRT411 – Apply critical thinking to work practices

This unit develops the skills and knowledge required to use advanced-level critical thinking skills in a workplace context. This includes using methods of analysis, synthesis, and evaluation to improve work processes.

BSBXCM401 – Apply communication strategies in the workplace

This unit describes the skills and knowledge required to facilitate and apply communication strategies, with a specific focus on the communication skills required for supervisors with responsibility for other workers.

BSBCMM411 – Make presentations

This unit develops the skills and knowledge required to prepare, deliver, and review presentations. It applies to individuals who may be expected to make presentations for a range of purposes.

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