

# LEADERSHIP AND MANAGEMENT

Perfect for students that want to learn the skills and expertise required to manage and lead teams with ability, success and confidence - vital in any industry.

## LEADERSHIP AND MANAGEMENT

**CERTIFICATE IV** **BSB40520**

Develop skills across a range of areas including: customer service, financial administration and business communication to achieve success in a leadership position.

**40-44 WEEKS COURSE AT 20 HOURS PER WEEK**

## LEADERSHIP AND MANAGEMENT

**DIPLOMA** **BSB50420**

Our diploma will take you to a new level in developing advanced aspects of leadership and management including how to plan, organise, implement and monitor the success of teams within an organisation.

**52 WEEKS COURSE AT 20 HOURS PER WEEK**

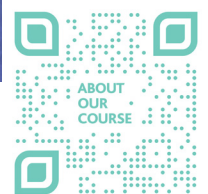
## LEADERSHIP AND MANAGEMENT

**ADVANCED DIPLOMA** **BSB60420**

Gain knowledge and initiative to lead a company, your business or a team from the front, guiding them to success. Learn how to recruit, train and manage your teams with ability and confidence.

**52 WEEKS COURSE AT 20 HOURS PER WEEK**

BUILD YOUR  
**BUSINESS  
LEADERSHIP  
SKILLS**



*I really enjoy the experience we gain during our course. We practice with real situations and we share ideas and solutions. Problem-solving skills are essential in these areas of study. During this course, I improved my communication skills and feedback techniques that aim to maximise workplace productivity through planning and assigning tasks. I am currently working as a Team Leader so every notion is relevant to my job.*

CAMILLA CENCI | **DIPLOMA OF  
LEADERSHIP AND MANAGEMENT**

### CAREER OPPORTUNITIES:

- SALES MANAGER
- TEAM LEADER
- OPERATIONAL COORDINATOR/MANAGER
- SMALL BUSINESS MANAGER/OWNER
- SENIOR PROJECT/PROGRAM MANAGER



# WHAT WILL YOU LEARN?

The Certificate IV and Diploma of Leadership and Management will equip you to motivate, mentor and coach high performing teams. You will also learn effective communication and how to work with many types of people. You will become an effective leader and be able to work seamlessly with other departments and stakeholders.

CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT		DIPLOMA OF LEADERSHIP AND MANAGEMENT	
BSBLDR411	DEMONSTRATE LEADERSHIP IN THE WORKPLACE (CORE)	BSBCMM511	COMMUNICATE WITH INFLUENCE (CORE)
BSBLDR413	LEAD EFFECTIVE WORKPLACE RELATIONSHIPS (CORE)	BSBCRT511	DEVELOP CRITICAL THINKING IN OTHERS (CORE)
BSBOPS402	COORDINATE BUSINESS OPERATIONAL PLANS (CORE)	BSBLDR523	LEAD AND MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS (CORE)
BSBXCM401	APPLY COMMS STRATEGIES IN THE WORKPLACE (CORE)	BSBOPS502	MANAGE BUSINESS OPERATIONAL PLANS (CORE)
BSBXTW401	LEAD AND FACILITATE A TEAM (CORE)	BSBPEF502	DEVELOP AND USE EMOTIONAL INTELLIGENCE (CORE)
BSBLDR412	COMMUNICATE EFFECTIVELY AS A WORKPLACE LEADER	BSBTWK502	MANAGE TEAM EFFECTIVENESS (CORE)
BSBLDR414	LEAD TEAM EFFECTIVENESS	BSBOPS505	MANAGE ORGANISATIONAL CUSTOMER SERVICE
BSBPEF402	DEVELOP PERSONAL WORK PRIORITIES	BSBSTR502	FACILITATE CONTINUOUS IMPROVEMENT
BSBWHS411	IMPLEMENT AND MONITOR WHS POLICIES, PROCEDURES AND PROGRAMS	BSBSUS511	DEVELOP WORKPLACE POLICIES AND PROCEDURES FOR SUSTAINABILITY
BSBCRT412	ARTICULATE, PRESENT AND DEBATE IDEAS	BSBTWK503	MANAGE MEETINGS
BSBOPS404	IMPLEMENT CUSTOMER SERVICE STRATEGIES	BSBXCM501	LEAD COMMUNICATION IN THE WORKPLACE
BSBPMG430	UNDERTAKE PROJECT WORK	BSBDAT501	ANALYSE DATA

Our Advanced Diploma of Leadership and Management will equip you to develop a senior management skill set and leadership attributes across a range of areas, including business administration and management, general administration and business communication. You will learn strategies and techniques to help you excel in the work place.

ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT	
BSBCRT611	APPLY CRITICAL THINKING FOR COMPLEX PROBLEM SOLVING (CORE)
BSBLDR601	LEAD AND MANAGE ORGANISATIONAL CHANGE (CORE)
BSBLDR602	PROVIDE LEADERSHIP ACROSS THE ORGANISATION (CORE)
BSBOPS601	DEVELOP AND IMPLEMENT BUSINESS PLANS (CORE)
BSBSTR601	MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT (CORE)
BSBPEF501	MANAGE PERSONAL AND PROFESSIONAL DEVELOPMENT
BSBPMG633	PROVIDE LEADERSHIP FOR THE PROGRAM
BSBSTR602	DEVELOP ORGANISATIONAL STRATEGIES
BSBPMG637	ENGAGE IN COLLABORATIVE ALLIANCE
BSBSUS601	LEAD CORPORATE SOCIAL RESPONSIBILITY

BECOME  
A NEXT  
GENERATION  
BUSINESS  
LEADER

■ **PREREQUISITE:** THERE IS NO DIRECT ENTRY INTO THIS COURSE. STUDENTS ARE REQUIRED TO COMPLETE A DIPLOMA COURSE WITH A BSB CODE AS A PRE-REQUISITE.



**INDUSTRY  
ENGAGEMENT**

We offer students the chance to engage, meet and network with industry leaders through a variety of open channels including our own Industry Insider.



**PRACTICAL  
LEARNING**

Designed to help students develop practical, day-to-day skills. Through our expert trainers and real-life case study approach, our graduates are job-ready faster.



**CAREER  
KICKSTART**

Perfect if you are fresh out of college or looking to fast-track or reboot your career path. You will learn key skills to apply in the workplace and accelerate your progress inside your industry.