

# DIPLOMA OF LEADERSHIP AND MANAGEMENT BSB51918



## Overview

The Diploma of Leadership and Management is aimed at managers or leaders wishing to develop their application of management and leadership skills. Participants will plan, design, apply and evaluate solutions to unpredictable problems. Participants will also identify and analyse information from a variety of sources and apply their learnings to a workplace.

The course is highly recommended for current managers wishing to gain or formalise critical managerial skills in their pursuit of leadership development.

Participants will undertake learnings to sharpen their skills as well as the opportunity to apply management concepts to work-based situations. This will provide participants with the skills they need to work as effective managers as well as the confidence to apply them in a practical setting. Participants will further learn to apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

## Entry Requirements

Students are required to have access to a workplace, ideally a work-based project in order to apply the project management principles. This may include a previous workplace, as well as an understanding of the project environment. School leavers will not be enrolled into this qualification.

There are two main pathways into this qualification

- . Relevant qualification  
Ideally participants should hold a Certificate IV in Leadership and Management or Frontline Management. However there are a number of other accepted qualifications from industry areas such as Business & Health and Safety.
- . Workplace experience  
Many students enter this qualification without holding existing qualifications. As the programs are designed based upon the work environment, experience within that environment is an acceptable point of entry.

## Assessments

Post course assessments are required to be completed after the attendance of the face to face workshop. There is no formal exam required for this qualification. Assessments are a mixture of theory and practical based activities.

## Benefits

Upon successful completion of 12 chosen units, participants will be awarded the Diploma of Leadership and Management BSB51915. The Diploma of Leadership and Management is highly regarded as the industry standard in the recognition of practising managers.

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## Time Investment

The amount of effort and time required for this qualification is based upon your existing skills and experience. It is suggested that the course take approximately 500 hours of learning. However we find that due to the experience of our learners and the methods by which our programs are structured this is rarely the case.

## Delivery Methods

There are three delivery methods and can be blended

- . Face to face workshop  
Scheduled throughout the year for the general public to attend. Customised in-house corporate courses are also available.
- . Online Studies  
Students can commence at anytime and have up to 12 months to complete their assessments.
- . Recognised Prior Learning  
Students can use their previous work experience and qualifications to gain the qualification.

## Student Support

All of our students are assigned to a staff member for ongoing support via phone, email or as available, face to face meetings as required. We encourage students to contact our staff to get the most out of their studies.

## Pathways

There are many options for our students to continue their studies and develop their skills.

- . Diploma of Business
- . University Advanced Standing  
Students may be eligible to receive up to eight (8) units of credit (120 credit points) towards Edith Cowan University Bachelor of Business. Please contact the Edith University Student Recruitment Centre for the latest information including eligibility requirements.



## Recommended Units

### **BSBLDR501 Develop and use emotional intelligence**

This unit covers the development and use of emotional intelligence to increase self-awareness, self-management, social awareness and relationship management in the context of the workplace.

It includes identifying the impact of own emotions on others in the workplace, recognising and appreciating the emotional strengths and weaknesses of others, promoting the development of emotional intelligence in others and utilising emotional intelligence to maximise team outcomes.

### **BSBMGT517 Manage operational plan**

This unit describes the skills and knowledge required to develop and monitor implementation of the operational plan to provide efficient and effective workplace practices within the organisation's productivity and profitability plans.

### **BSBLDR502 Lead and manage effective workplace relationships**

This unit describes the skills and knowledge required to lead and manage effective workplace relationships. It applies to individuals in leadership or management who have a prominent role in establishing and managing processes and procedures to support workplace relationships taking into account the organisation's values, goals and cultural diversity.

### **BSBWOR502 Lead and manage team effectiveness**

This unit describes the skills and knowledge required to lead teams in the workplace and to actively engage with the management of the organisation.

### **BSBLDR503 Communicate with influence**

This unit describes the skills and knowledge required to present and negotiate persuasively, lead and participate in meetings and make presentations to customers, clients and others.

### **BSBMGT502 Manage people performance**

This unit describes the skills and knowledge required to manage the performance of staff who report to them directly. Development of key result areas and key performance indicators and standards, coupled with regular and timely coaching and feedback, provide the basis for performance management.

### **BSBMGT516 Facilitate continuous improvement**

This unit describes 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.

### **BSBPMG522 Undertake project work**

This unit describes the skills and knowledge required to undertake a straightforward project or a section of a larger project. It covers developing a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learned for application to future projects.

### **BSBADM502 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.

### **BSBWHS501 Ensure a safe workplace**

This unit describes the skills and knowledge required to establish, maintain and evaluate the organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area, according to WHS legislative requirements. It takes a systems approach and addresses compliance with relevant legislative requirements.

### **BSBRISK501 Manage risk**

This unit describes skills and knowledge required to manage risks in a range of contexts across an organisation or for a specific business unit or area in any industry setting.

### **BSBWOR501 Manage personal work priorities and professional development**

This unit describes the skills and knowledge required to create systems and process to organise information and prioritise tasks.



Jason is a very good and vibrant trainer. This made for really good training sessions.