asc
training and development

BSB42015
Certificate IV in Leadership and Management

NATIONALLY RECOGNISED TRAINING

Duration	**Format**	**Pre-Requisites**	**Funding**
9 Months	Face to Face	No	No

Description

This qualification gives learners a wide range of practical supervisory and management skills to take back to the workplace including:

- Personal skill development in self-awareness, time management, goal setting and stress management
- Leadership and team development skills
- Strategies and tools to create business improvement opportunities
- WHS essentials all managers should know
- Tools for continuous improvement and innovation
- Operational planning
- Customer service strategies and processes
- How to give a professional presentation

Format

Each workshop will be a full-day (9am-4:30pm). Assessment tasks are completed between sessions.

We recommend learners set aside 10 – 15 hours/assessment.

Prerequisites

There are no formal prerequisites for this qualification.

Job Roles

This qualification is designed for people who are at the first line of management acting in a supervisory role and reporting to a manager. They provide leadership and guidance and take responsibility for a team.

Graduate Outcomes & Opportunities

Completion of the CIV in Leadership and Management provides graduates with the skills and knowledge to step up into supervisory and leadership roles. For graduates currently in a leadership role this qualification will assist in potential advancement through the organisation.

Future Pathways

Graduates can undertake the Diploma of Leadership and Management.

Units

BSBLDR401	Communicate effectively as a workplace leader
BSBLDR402	Lead effective workplace relationships
BSBLDR403	Lead team effectiveness
BSBMGT402	Implement operational plan
BSBINN301	Promote innovation in a team environment
BSBMGT403	Implement continuous improvement
BSBRSK401	Identify risk and apply risk management processes
BSBWOR404	Develop work priorities
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBCMM401	Make a presentation
BSBMGT401	Show leadership in the workplace
BSBLDR404	Lead a diverse workforce

Qualification Rules

This qualification is made up of 12 units of competency based on the qualification packaging rules, located at www.training.gov.au.

Based on many years' experience working with a wide range of organisations, ASC T&D have customised this qualification to reflect key frontline management competencies.

Investment

Investment
$3,500.
Nationally recognised training is GST free.

Inclusions:

- continuous coffee, tea and morning tea are provided at sessions.
- course learning materials
- assessments
- certification upon successful completion

Course Details and Schedule

All workshops 9:00am- 4:30pm

Training Venue

ASC Training & Development
Harmer House
Level 2, 5 Leigh Street
ADELAIDE SA 5000

Workshop 1
Wednesday
18 April 2018

BSBWOR404 Develop work priorities

"The key is not to prioritize what's on your schedule, but to schedule your priorities.""

Stephen Covey

Effective managers need to be able to make decisions about what they will do and when they will do it and what they will get others to do. Prioritising tasks for urgency and importance lies at the heart of effective self-management.

In this unit the learner will develop the skills and knowledge to:
• Plan and complete work schedules for self and team
• Reflect on personal performance and act on feedback
• Identify and implement personal professional development priorities

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Workshop 2
Monday
14 May 2018

*BSBSS00063 Team Leader Skill Set

BSBLDR402 Lead effective workplace relationships

"Your ability to work productively with those around you is a key measure of your effectiveness."

J J Goldwag

The role of the manager is critical in the development and maintenance of positive working relationships. A cohesive team contributes to successful business outcomes.

In this unit the learner will develop the skills and knowledge to:
• Consult with others develop strategies to improve teamwork
• Engender trust and confidence within the team
• Use networks to build relationships and benefit the team and organisation
• Effectively resolve work difficulties to create positive outcomes

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Workshop 3
Wednesday
6 June 2018

*BSBSS00063 Team Leader Skill Set
*BSBSS00043 Key Management
Skill Set

BSBLDR403 Lead team effectiveness

"Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishment toward organizational objectives. It is the fuel that allows common people to attain uncommon results."

Andrew Carnegie

Shared leadership is a feature of highly functioning workplaces where people at all levels of the organisation demonstrate effective leadership skills. These skills enable more to be achieved through teamwork in a shorter timeframe and at a higher quality if the team works well together. Effective teamwork can improve job satisfaction, productivity, innovation and efficiency.

In this unit we will cover:
• How to work effectively with teams and individuals
• How to develop team plans to meet expected outcomes
• Using strategies and skills to develop strong, cohesive team
• Leading the work team
• Working with management

Workshop 4
Tuesday
3 July 2018

BSBCMM401 Make a presentation

"If you don't know what you want to achieve in your presentation your audience never will."

Harvey Diamond

The effective management practice requires the ability to develop and deliver presentations within an organisation or business for a range of purposes.

In this unit the learner will develop the skills and knowledge to:
• Prepare presentations utilizing appropriate formats, strategies, materials and resources
• Deliver a presentation to achieve its intended outcomes
• Monitor and evaluate the effectiveness of the presentation
• Use a variety of techniques to review the effectiveness of the presentation

Workshop 5
Wednesday
1 August 2018

*BSBSS00063 Team Leader Skill Set

BSBLDR401 Communicate effectively as a workplace leader

"The art of communication is the language of leadership"

J ames Hume

A cohesive team supported and engaged by clear communication contributes to successful business outcomes.

In this unit we cover:
• The different opportunities for communication as a leader
• The power of effective listening
• Feedback as a vital leadership tool

Workshop 6
Tuesday
28 August 2018

*BSBSS00043 Key Management

BSBMGT401 Show leadership in the workplace

"If your actions inspire others to dream more, learn more, do more and become more, you are a leader."

John Quincy Adams

Leadership can be demonstrated in many ways. This unit explores how leaders influence their team through modelling high standards of behaviour and performance.
We will cover:
• Role modelling in leadership reflecting the organisations values
• Working with performance plans and KPI's
• Protecting and building the organisation's image
• Leading decision making and risk analysis processes

Workshop 7
Friday
21 September 2018

BSBLDR404 Lead a diverse workforce

"Diversity is the engine of invention. It generates creativity that enriches the world"

Justin Trudeau – Prime Minister of Canada

Recognising and leveraging workplace diversity has become increasingly important in Australian workplaces.

In this unit the learner will develop the skills and knowledge to:
• Identify opportunities to maximise the benefits of diversity
• Incorporate diversity into work plans and operations
• Communicate effectively with a diverse workforce
• Provide diversity support

Workshop 8
Tuesday
16 October 2018

*BSBSS00063 Team Leader Skill Set

BSBMGT402 Implement operational plan

"A company can seize extra-ordinary opportunities only if it is very good at the ordinary operations."

<div align="right">Unknown</div>

Managers are pivotal to the successful implementation of the organisation's plans to achieve its goals and objectives.

In this unit the learner will work with scenarios to:
- Analyse and assess plan requirements
- Access and allocate resources
- Work with a team to monitor the implementation
- Take action to rectify identified shortfalls

Workshop 9
Wednesday
7 November 2018

BSBWHS401 Implement and monitor WHS polocies, procedures and programs to meet legislative requirements

"We live in a world full of uncertainties most of which we have little or no control over. Our Safety does not have to be one of those uncertainties if we work together and follow the rules."

<div align="right">Unknown</div>

In this unit the learner will develop the skills and knowledge to provide leadership and management of WHS systems and processes, including:
- Providing information about WHS policies and procedures
- Participation and consultation processes for managing WHS
- Identification and monitoring of WHS training needs

BSBRSK401 Identify risk and apply risk management processes

"Some risks that are thought to be unknown are not unknown. With some foresight and critical thought, some risks that at first glance may seem unforeseen, can in fact be foreseen. Armed with the right set of tools, procedures, knowledge and insight, light can be shed on variables that lead to risk, allowing us to manage them."

<div align="right">Daniel Wagner</div>

In this unit the learner will develop the skills and knowledge to:
- Analyse and evaluate risks
- Establish risk management processes
- Monitor and review effectiveness of risk treatment/s

Workshop 10
Tuesday
27 November 2018

BSBMGT403 Implement continuous improvement

"Change is vital, improvement the logical form of change."

<div align="right">James Cash Penney</div>

The need for effective processes which facilitate continuous improvement is a management imperative for organisations to positively respond to change.

In this unit the learner will develop the knowledge and skills to:
- Work with individuals and teams to facilitate continuous improvement
- Use a range of improvement systems and processes
- Monitor and review the effectiveness of improvements

Workshop 11
Friday
14 December 2018

BSBINN301 Promote innovation in a team environment

"Most of us understand that innovation is enormously important. It's the only insurance against irrelevance. It's the only guarantee of long-term customer loyalty. It's the only strategy for out-performing a dismal economy."

<div align="right">Gary Hamel</div>

Effective leaders play a proactive role in demonstrating, encouraging and supporting innovation in a team environment.

In this unit the learner will focus on working with the team to:
- Create opportunities to maximise innovation within the team
- Organise and agree effective ways of working
- Support and guide colleagues
- Reflect on how the team is working