



asc
training and
development

Developing Leaders in Aged Care

Duration

6 Days

Format

Face to Face

Description

Developed specifically for Aged Care Providers and tested in a highly successful pilot program, ASC Training and Development is pleased to offer a program targeting the skills required to lead and manage in the Aged Care Sector.

Based on the nationally recognised **Team Leader Skill Set** and **Key Management Skill Set**, and customised to the Aged Care sector, successful completion results in the awarding of 5 units of competency towards the national qualification Certificate IV in Leadership and Management.

Units

The Team Leader skill set reflects the role of individuals working as developing and emerging leaders in a range of work settings.

Leadership often begins at the team leader level across a wide range of enterprise and industry contexts. Team leaders communicate effectively, ensure team performance and develop effective relationships in the workplace. Across the breadth of industry, team leaders are responsible for implementing operational plans.

- BSBLDR401 Communicate effectively as a workplace leader
- BSBLDR402 Lead effective workplace relationships
- BSBLDR403 Lead team effectiveness
- BSBMGT402 Implement operational plan
- BSBMGT401 Show leadership in the workplace*

*By including the unit Show leadership in the workplace, a second Skill Set, the Key Management Skill Set can also be awarded to participants.

Prerequisites

There are no formal prerequisites for these skill sets.

Job Roles

This course is designed for frontline leaders and managers and those new to leadership.

Investment

\$1,750/participant (nationally recognised training is GST free)

Training Venue

Training can be delivered in house or at ASC Training & Development venue

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

Testimonial

Resthaven partnered with Tony Stone, ASC Training & Development, to co-design and deliver leadership development for Nurses throughout early 2016. By engaging with the "Team Leader" and "Management" skill sets our Nurses were challenged to reflect upon and develop a range of leadership capabilities relevant to their work context. At program end, the Executive Managers were really inspired to hear from the participants who spoke of their development: "I have learned about the importance of really listening – paying attention"...."I can see that my work fits into a greater whole, and that I am not alone. I have colleagues at other sites who I can relate to and problem solve with".

A key input which contributed to program success was the co-design opportunity. Tony spent time with Resthaven senior managers to understand the drivers and issues which had prompted the plans for leadership development. The program was tailored to meet the needs of Resthaven – was industry and context specific – and included Resthaven Managers in presentation of some elements. This combination was highly successful in delivering the results we were looking for.

Wendy Morey

*Executive Manager Workforce Development and Governance
Resthaven Incorporated*

More information can be found about the listed Skill Sets on www.training.gov.au

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

For more information, contact:

(08) 8410 2627

www.asctraining.com.au

Training Venue

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

Please Note:

For further specific information regarding each of these units, please visit: www.training.gov.au click on 'Competencies' and type in the required unit code.

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.

In this unit we cover:

- The importance of consulting with others to develop strategies to improve teamwork
- Building trust and confidence within the team
- Using networks to build relationships that benefit the team and organisation
- Ways to effectively resolve conflict at work

BSBLDR401 Communicate effectively as a workplace leader

"The art of communication is the language of leadership."

James 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
- Communication tools, including effective use of PowerPoint
- Communication barriers

BSBMGT402 Implement operational plan

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

Marcel Telles

The front line manager is pivotal to the successful implementation of the organisation's plans to achieve its goals and objectives.

In this unit we will work with scenarios to:

- Analyse and assess plan requirements
- Access and allocate resources
- Work with a team to monitor the implementation of the work plan/operational requirements
- Take action to rectify identified issues or problems

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

BSBLDR403 Lead team effectiveness

“Teamwork is the ability to work together toward a common vision; to direct individual accomplishment toward organisational 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