



asc
training and
development

RTO Code: 2353

BSB51918

Diploma of Leadership and Management



NATIONALLY RECOGNISED
TRAINING

Duration

10 Months

Format

Face to Face

Pre-Requisites

Yes

Funding

No

Description

This qualification gives learners a wide range of practical tools to take back to the workplace including:

- communicating at all levels in the organisation
- building effective and engaged teams
- inspiring and developing others
- managing performance
- working with financial systems
- implementing sound WHS practices
- managing self through professional development
- implementing continuous improvement systems
- developing learning and development culture in the organisation

Whether attending as part of an organisational leadership team or as an individual, learners will have the opportunity to:

- network
- engage in problem solving
- develop, implement and review strategies to improve staff productivity, relationships and business outcomes
- develop themselves as effective managers and leaders

Format

Full-day workshops (9am-4:30pm) scheduled approximately 4-5 weeks apart.

Assessment tasks are completed between sessions.

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

Prerequisites

There are no formal prerequisites for this qualification **however** the Diploma of Leadership & Management is designed for aspiring or current managers/leaders. Experience in the workplace is considered essential.

Job Roles

The Diploma of Leadership & Management is ideal for people looking for career development. It is well suited to those who manage others, aspire to a leadership role or contribute to management practice in their organisation.

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 Training & Development have customised the delivery to reflect key management competencies.

Units

BSBADM502 Manage meetings
BSBLDR511 Develop and use emotional intelligence
BSBLDR502 Lead and manage effective workplace relationships
BSBLDR513 Communicate with influence
BSBLED501 Develop a workplace learning environment
BSBMGT502 Manage people performance
BSBMGT516 Facilitate continuous improvement
BSBMGT517 Manage operational plan
BSBPMG522 Undertake project work
BSBR501 Manage risk
BSBWOR501 Manage personal work priorities and professional development
BSBWOR502 Lead and manage team effectiveness

Graduate Outcomes & Opportunities

Our graduates tell us that this course has been a significant enabler for career development and promotion and has resulted in:

- greater confidence in managing and working with others
- better grasp of financial and operational management
- knowing when to lead and when to manage
- establishment of enduring networks
- enhanced relationships with customers and/or suppliers
- capacity building in areas such as risk management, WHS, problem solving and staff development

Employers tell us that there have been significant and measurable benefits to the workplace as a result of staff attending this course.



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Diploma of Leadership and Management

Investment

Investment

\$3,950.

Nationally recognised training is GST free.

Inclusions:

- refreshments & morning tea are provided at sessions
- course learning materials
- assessments
- certification upon successful completion

For more information, contact:

(08) 8410 2627

www.asctraining.com.au

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

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.

Workshop 1

Leading and managing work relationships

BSBLDR502 Lead and manage effective workplace relationships

"Coming together is a beginning. Keeping together is progress. Working together is success".

Henry Ford

This unit introduces themes that carry through the entire program – staff engagement through consultation, feedback, trust and confidence. We also explore developing and maintaining networks, and how to manage conflict.

Workshop 2

Leading and managing teams

BSBWOR502 Lead and Manage team effectiveness

"Great things in business are never done by one person. They're done by a team of people."

Steve Jobs

A critical role for all leaders is the development and maintenance of effective teams. In this unit we will explore:

- taking a leadership role in the development of teams and team plans
- leading and facilitating effective relationships and teamwork
- working with the team to identify and implement improvements

Workshop 3

Leading and managing people

BSBMGT502 Manage people performance

"I believe the real difference between success and failure in a corporation can be very often traced to the question of how well the organisation brings out the great energies and talents of its people"

Thomas J Watson Jnr.

In this unit you will develop the skills and knowledge to manage staff including:

- strategies that support and enhance the performance and development of individuals and teams
- development of key result areas and key performance indicators and standards
- regular and timely coaching and feedback

Workshop 4

Managing self

BSBWOR501 Manage personal work priorities and professional development

"We cannot teach people anything, we can only help them discover it."

Galileo Galilei

This unit explores how we manage ourselves to achieve a workable balance between our working and non-working lives, and how we apply good organisational skills to managing our work priorities. Developing self-management skills plays an important role in how others perceive us as leaders. Networking and seeking out new ways to maintain a competitive edge are explored in this unit.

Workshop 5

Undertake project work

BSBPMG522 Undertake project work

"Delivering a project isn't difficult. What's difficult is delivering a project without first taking the time to plan properly."

James Leal

In this unit you will develop project management skills and the requirement to meet time lines, quality standards, budgetary limits and other requirements set for projects including:

- the development of a project plan
- administering and monitoring the project
- finalising the project
- reviewing the project to identify lessons learnt for application to future projects

Workshop 6

Communicating as a leader

BSBLDR513 Communicate with influence

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

James Humes

This unit considers the more advanced communication concepts dealing with speaking persuasively, managing meetings and giving compelling presentations.

We analyse famous speeches and presenters and look at techniques and strategies of highly effective communicators.

Workshop 7

Leading and managing operations

BSBMGT517 Manage operational plan

"Failing to plan is planning to fail"

Winston Churchill

Operational planning is the day-by-day and month-by-month planning for what your organisation is doing; strategic planning determines the entire direction of your organisation, including what it's not doing but should be doing. The two forms of planning must be integrated, but must not be confused.

In this unit you will develop the skills and knowledge required to:

- develop and monitor implementation of the operational plan to ensure that the objectives and strategies outlined in the strategic and/or business plan are met by work teams
- use a range of problem solving and decision making strategies to contribute to the work of a strategic planning unit

Workshop 8

Emotional intelligence

BSBLDR511 Develop and use emotional intelligence

"If your emotional abilities aren't in hand, if you don't have self-awareness, if you are not able to manage your distressing emotions, if you can't have empathy and have effective relationships, then no matter how smart you are, you are not going to get very far."

Daniel Goleman

In these units you will develop the skills and knowledge to lead and facilitate professional teams including:

- understanding the impact of emotions within the workplace
- using strategies and techniques to act and respond with emotional intelligence

Workshop 9

Leading and managing learning

BSBLED501 Develop a workplace learning environment

“The conventional definition of management is getting work done through real people, but real management is developing people through work.”

Agha Hasan Abedi

Managers work with and through others to build an organisation that is focused on continuous improvement. Through managing performance, effective continuing professional learning and regular feedback, they support all staff to achieve high standards and develop their leadership capacity. Managers support others, build capacity and treat people fairly and with respect.

In this unit you will:

- encourage and support the development of a learning environment in which work and learning come together
- develop strategies to create learning opportunities and facilitate and promote learning for staff
- monitor and improve learning performance
- organisational objectives and work team settings

Workshop 10

Work health and safety

BSBRSK501 Manage risk

“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”.

Unknown

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. It applies to individuals who are working in positions of authority and are approved to implement change across the organisation, business unit, program or project area. They may or may not have responsibility for directly supervising others.

Workshop 11

Leading continuous improvement

BSBMGT516 Facilitate continuous improvement

“Continuous improvement is better than delayed perfection.”

Mark Twain

In this final unit we review improvement strategies applied throughout the course to each person’s workplace, and present an overview of continuous improvement processes and strategies based on kaizen and Plan-Do-Check-Act models.

You will learn how to lead and manage continuous improvement systems and processes, including:

- particular emphasis on the development of systems of improvement, effectiveness and accountability
- analysis of information to monitor and adjust performance strategies
- managing opportunities for further improvements

Online Unit

Managing meetings

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. It applies to individuals employed in a range of work environments who are required to organise and manage meetings within their workplace, including conducting or managing administrative tasks in providing agendas and meeting material. They may work as senior administrative staff or may be individuals with responsibility for conducting and chairing meetings in the workplace.