

BSB40520

# Certificate IV in Leadership and Management

Professional Development

Great for all Employees!

## Is this course for me...

YES! If you are looking to move up into a leadership or supervisory position within your organisation, or are seeking to become more effective in your current management role...

## How will this Course help my Career...

- Discover more about your new place of employment - Policies, Procedures, and how it all works.
- A proactive way to settle into your new role quickly
- Show your commitment to your new job and profession.
- Learn the fundamental skills needed to develop your career as a Supervisor, Leading Hand, or Manager.
- Gain new skills and implement practical strategies that will make a REAL difference to Leading your team, Increasing your team's effectiveness and workplace productivity,
- Membership eligibility to Professional Associations – e.g. Institute of Managers and Leaders

## What Qualification will I Gain...

After completion of the 12 month program, you will gain your: BSB40520 Certificate IV in Leadership and Management

**Gain your qualification NOW while your Employer will pay for it!**

## Here's what another student thinks...

"Since doing my Certificate IV in Leadership & Management, I have had good feedback from my employers about promotions and pay rises.

Most of the management skills I've learnt help me see more productive ways of doing tasks.

The office staff and support were very helpful."

Greg Antaw

## Here's what another student thinks...

"The GTI office provided very helpful and precise support throughout the duration of this course.

The course was able to assist me in planning ahead to know where I'm headed and what I wanted to achieve overall.

I would definitely recommend this to others!"

Shannon Clelland

## How is this program delivered?

A very simple process that most find interesting, and rewarding.

### 1-1 Training Program:

- Online access 24/7 to everything you need – course materials, assessments, resource libraries...
- No Exams. No Essays. No college or workshop attendance required
- Complete your assessments based on projects in your current role.
- Monthly Phone appointments with your Trainer – to understand the assessment requirements, determine what evidence you already have and what is needed to complete for each unit, discuss the topic...
- Regular Tutorials via Zoom available to get all your questions answered as needed
- Regular phone sessions with your Completion Coach/Tutor – to help you through the units, sort out any issues, keep you on-track...
- Complete all units over the 12 month period
- Qualification awarded + online graduation celebration

## How much time will this course take?

The course runs over 12 months.

Your qualification will be issued after 12 months, when all the units have been completed.

Your assessments may take around 4 hours per week, or perhaps less if you have experience.

As they are work-based projects, you may be able to get some of it done during your work hours.

If you have experience, this may be a hunting and gathering exercise for you, and then just answer the questions based on your work.

## Units

There are **11 units** in this qualification.

BSBWOR404  
Develop work priorities

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

BSBMGT403  
Implement continuous improvement

BSBRSK401  
Communicate effectively as a workplace leader

BSBLDR402  
Lead effective workplace relationships

BSBLDR403  
Promote team effectiveness

BSBOPS402  
Coordinate business operational plans

BSBLDR411  
Demonstrate leadership in the workplace

BSBOPS404  
Implement customer service strategies

BSBXCM401  
Apply communication strategies in the workplace

BSBXTW401  
Lead and facilitate a team



## NEXT STEPS

Let your Employer know that this is the course you wish to do, and complete the **Employee Expression of Interest Form**.