



BSB50420

Diploma of Leadership and Management

Professional Development

Great for all Employees!

Is this course for me...

YES! If you are looking to advance your career in supervision, management, or leadership, this formal qualification will give you the piece of paper you need.

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.
- Gaining qualifications and formal education in leadership and management, is now considered a MUST have to progress your Management career.
- Eligibility for a membership with Professional Associations, such as Institute of Managers and Leaders

What Qualification will I Gain...

After completion of the 12 month program, you will gain your: BSB50420 Diploma of Leadership and Management

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

Here's what one of our students thinks...

"I found the support processes were excellent and thorough, with constant reminders and prompting. The area of the course that had the most significant impact on my life was the relevance of my everyday business operations.

I have already recommended your training. I found it thorough and worthwhile. It really makes you think and apply your knowledge to your own situation."

Glenn Raine

Here's what another student thinks...

"The course is excellent. Very practical management strategies. Every topic has new ideas to implement - Communication, project, leadership...

All good for the way I am to communicate with my teams and workers"

Amjad Maaya

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 **12 units** in this qualification.

BSBADM502
Manage Meetings

BSBRSK501
Manage risk

BSBWHS521
Ensure a Safe Workplace for a Work Area

BSBMGT516
Facilitate Continuous Improvement

BSBPMG516
Manage Project Information and Communication

BSBCUS501
Manage quality customer service

BSBFIM501
Manage Budgets and Financial Plans

BSBWOR502
Lead and Manage Team Effectiveness

BSBLDR523
Lead and manage effective workplace relationships

BSBPEF502
Develop and use emotional intelligence

BSBOPS502
Manage business operational plans

BSBCMM511
Communicate with influence

BSBCRT511
Develop critical thinking in others



NEXT STEPS

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