

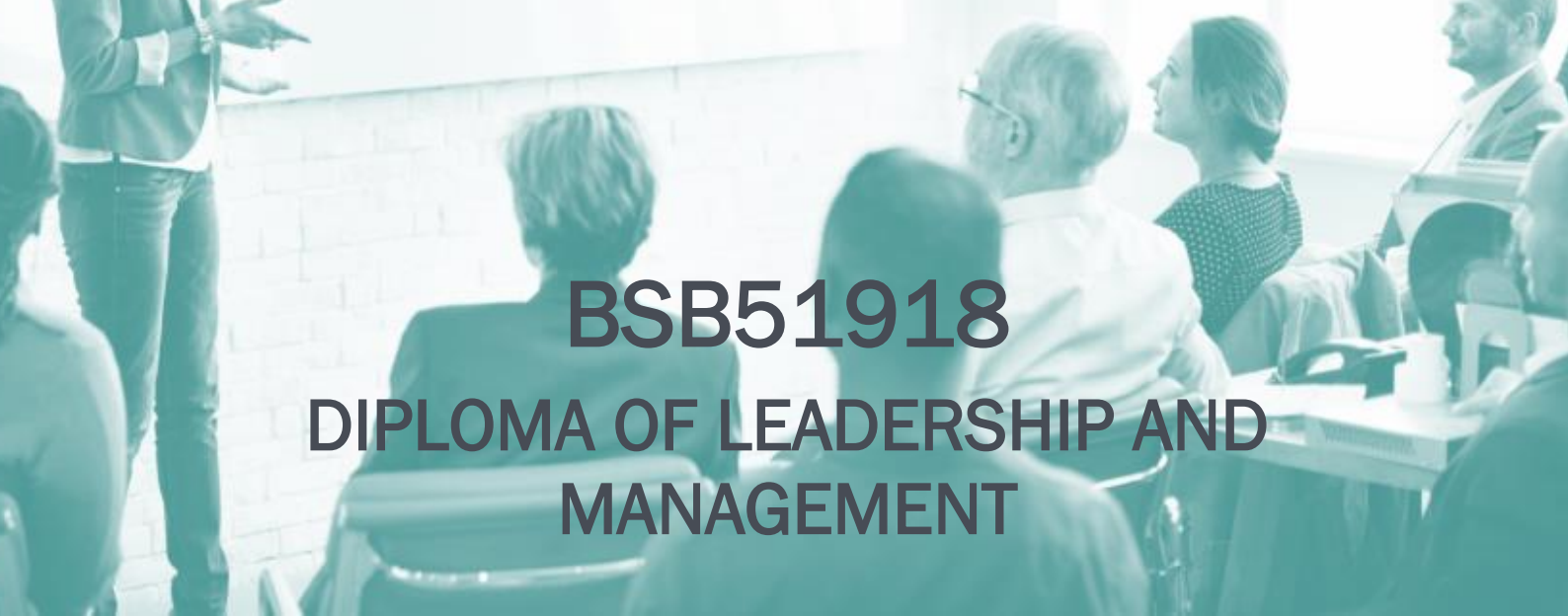


BSB51918
DIPLOMA OF LEADERSHIP AND
MANAGEMENT



NATIONALLY RECOGNISED
TRAINING

RTO 30003



BSB51918

DIPLOMA OF LEADERSHIP AND MANAGEMENT

Managers and supervisors play a vital role in today's business environment. They are required to manage teams and performance, operational plans, diversity in the workplace and use emotional intelligence.

Within their role, managers and supervisors also deal with budgets and financial plans, employee relations, people performance, facilitate continuous improvement and work to build an innovative and safe work environment.

The Diploma of Leadership and Management Program (BSB51918) offered through Peak Services (RTO 30003) allows participants to combine their existing knowledge with new skills in managing current and future teams to ensure that they are equipped for this role.

PRE-REQUISITES

Have a minimum of two-years full-time employment, working with Council's systems and processes
AND Hold a position which requires you to undertake tasks and projects within Council's operations.

HOW IS THE LEARNING CONDUCTED?

The learning is a combination of 'on and off the job' delivery and assessment. Learning post workshop, is supported by your Supervisor/Team Leader in the work place

It is important that you work with fellow co-workers in completing the assessments. This is encouraged to enable you to apply your new skills and use workplace examples as evidence for your assessment.

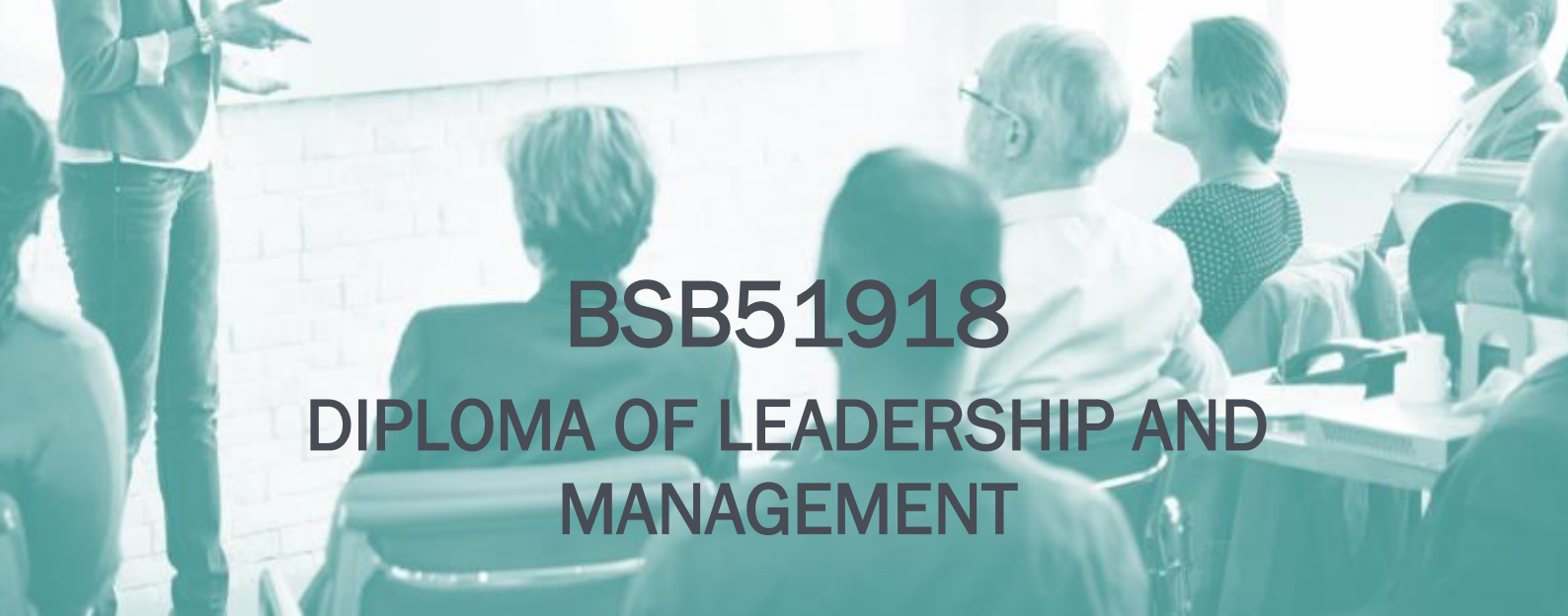
Post-course access to our Facilitators and Senior Advisors is available via both phone and email for support as required.

DELIVERY MODE

The course is comprised of 6 days' mandatory attendance to cover course content and formal presentations. Course delivery will be over a period of 6 – 12 months i.e. typically 2 x 3-day blocks.

Attendance dates are confirmed in writing to you prior to commencement.

On Day 1 of the course, participants will be provided with course guidelines, reference materials, websites and assessment tips. To achieve the full qualification, you will need to successfully complete 12 national units of competency.



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ASSESSMENT

- All content and assessment benchmarks will be discussed at commencement of the course. All information required to complete assessment items is contained in the material presented at face-to-face training days.
- Assessment is issued for each of the 12 units. Assessments include a combination of short answer questions, set tasks requiring research/report writing and case study/project work.
- Time spent on assessments varies widely depending on level of experience. In addition to contact hours, time in the workplace is required to be scheduled with your supervisor/manager to undertake research projects. In addition to workplace hours, your personal time will be required to bring together all of your work into a fully indexed assessment portfolio.
- It is estimated that 5 to 6 hours per week will be required to compile your assessment portfolio. You will be assessed by a panel of qualified assessors.
- All assessment documents (1 for each of the 12 units) require to be signed-off by participant's supervisor/manager

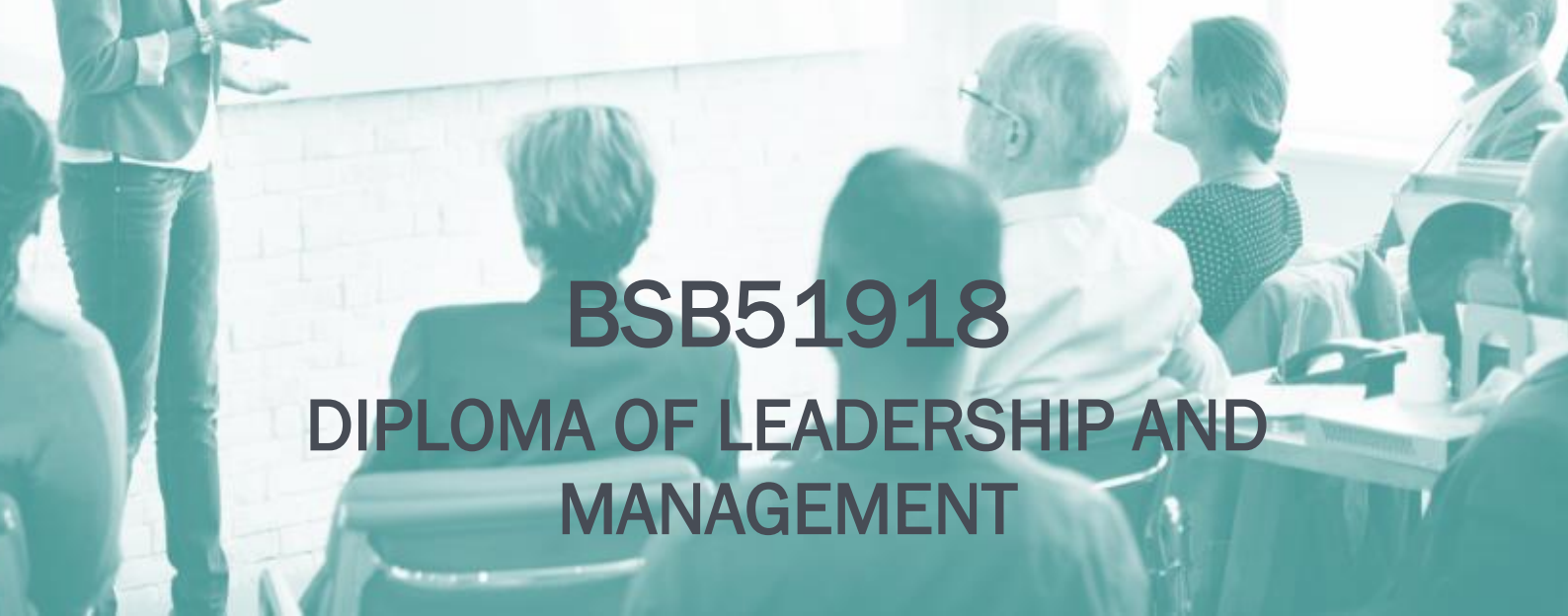
RECOGNITION OF PRIOR LEARNING (RPL)

- RPL is the acknowledgment of skills and knowledge obtained through learning achieved outside the formal education and training system and includes work and life experience including paid and volunteer work and skills attained through leisure pursuits such as musical, mechanical or linguistic abilities.
- RPL recognises any prior knowledge and experience and measures it against the qualification in which students are enrolled. The individual may not need to complete all of a training program if he or she already possesses some of the competencies taught in the program.

For further information, please contact Peak.

FULL COURSE DETAILS

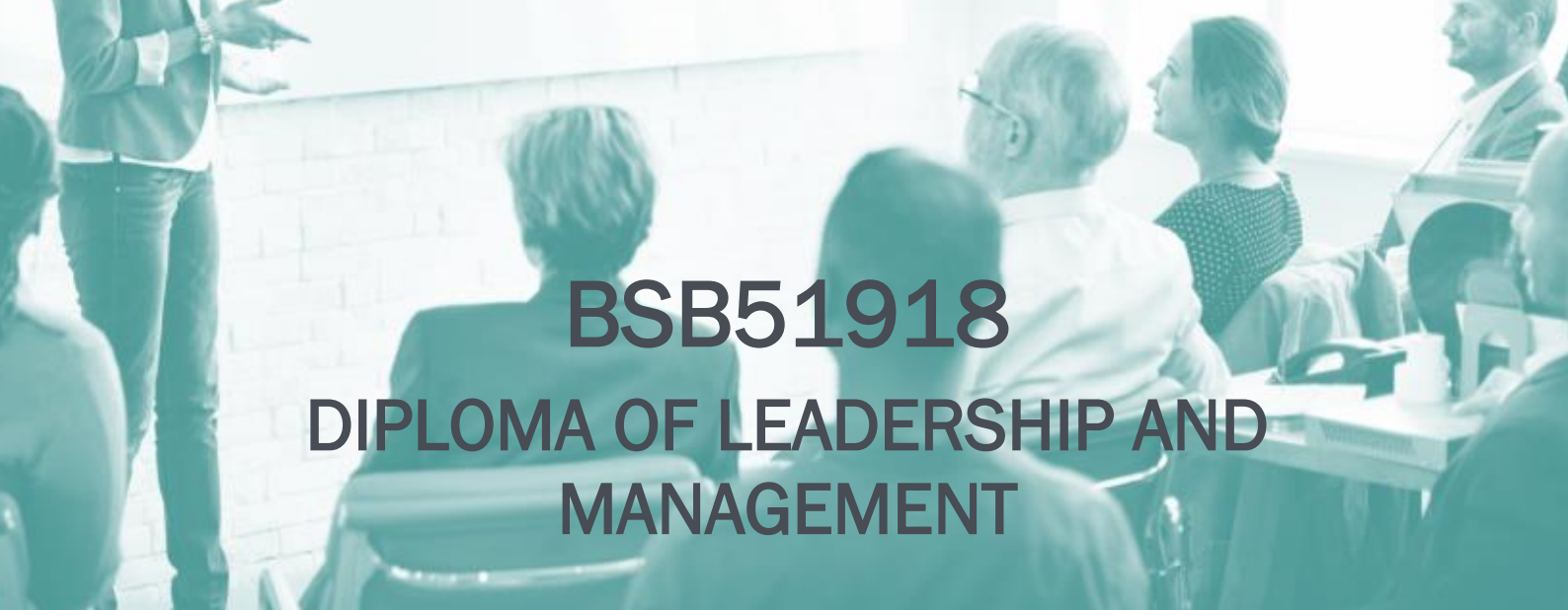
<http://training.gov.au/Training/Details/BSB51915>



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UNIT NAME	UNIT CODE	DESCRIPTION
Lead and manage team effectiveness	BSBWOR502	This unit describes the skills and knowledge required to lead teams in the workplace and to actively engage with the management of the organisation.
Manage operational plan	BSBMGT517	This unit describes the skills and knowledge required to develop and monitor implementation of the operational plan to provide efficient and effective workplace practices within the organisation's productivity and profitability plans.
Develop and use emotional intelligence	BSBLDR511	This unit covers the development and use of emotional intelligence to increase self-awareness, self-management, social awareness and relationship management in the context of the workplace.
Lead and manage effective workplace relationships	BSBLDR502	This unit describes the skills and knowledge required to lead and manage effective workplace relationships.
Implement diversity in the workplace	BSBLDR504	This unit describes the skills and knowledge required to manage a diverse workforce. It covers scoping workforce diversity and developing, implementing and reviewing diversity policy and procedures in the workplace.
Manage people performance	BSBMGT502	This unit describes the skills and knowledge required to manage the performance of staff who report to them directly. Development of key result areas and key performance indicators and standards, coupled with regular and timely coaching and feedback, provide the basis for performance management.
Develop and manage performance management systems	BSBHRM512	This unit describes the skills and knowledge required to develop and facilitate implementation of performance management processes and to coordinate individual or group learning and development to encourage effective employee performance.



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UNIT NAME	UNIT CODE	DESCRIPTION
Manage budgets and financial plans	BSBFIM501	This unit covers the skills and knowledge required to undertake financial management within a work team. It includes planning and implementing financial management approaches, supporting team members whose role involves aspects of financial operations, monitoring and controlling finances and reviewing and evaluating effectiveness of financial management processes.
Manage employee relations	BSBWRK520	This unit describes the skills and knowledge required to manage employee and industrial relations matters in an organisation. It involves developing and implementing employee and industrial relations policies and plans and managing conflict resolution negotiations.
Ensure a safe workplace for a work area	BSBWHS521	This unit describes the skills and knowledge required to establish, maintain and evaluate an organisation's work health and safety (WHS) policies, procedures and programs in a work area, according to WHS legislative requirements. It takes a systems approach and addresses compliance with relevant legislative requirements.
Build and sustain an innovative work environment	BSBINN502	This unit describes the skills and knowledge required to create an environment that enables and supports the application of innovative practice focusing on a holistic approach to the integration of innovation across all areas of work practice.
Facilitate continuous improvement	BSBMGT516	This unit describes the skills and knowledge required to lead and manage continuous improvement systems and processes. Particular emphasis is on the development of systems and the analysis of information to monitor and adjust performance strategies, and to manage opportunities for further improvements.

Peak's nationally-recognised and local-government-specific qualifications are scheduled regularly as public courses and are available as contextualised in-house deliveries. Contact us today for more information.



www.wearepeak.com.au

training@wearepeak.com.au 07 3000 2148