Diploma of Leadership & Management

spectra training

The Spectra Training Difference

Spectra's Dynamic Training System offers the unique experience of group and individual training delivered in workshops and on the job. This ensures practical application of learning in your workplace that provides real benefits that help retain staff and add value to your business.

> Our trainers are industry experienced professionals.

> Minimal disruption to your operations.

> We develop training strategies that respond to industry-specific needs using our in-house instructional design writers.

BSB50420
DIPLOMA OF LEADERSHIP & MANAGEMENT

Entry Requirements

> Participants' primary function/role must be to lead or supervise a team.

> Participants must have strong English language skills, basic computing skills, and literacy and numeracy skills equivalent to Year 10 of compulsory schooling, as a minimum.

Duration

This program is typically delivered over a 14 month period; however, this can vary according to client needs and can be negotiated during the consultation process.

Pre-Training Review

A pre-training review will be undertaken to ascertain the participant's current levels of language, literacy & numeracy (LL&N), eligibility for skills recognition/recognition of prior learning and if any specific support needs are required.

Pathway / Careers

Successful completion of this program can lead to various management roles, applicable to many vocational settings.

Further study can be undertaken in BSB61015 Advanced Diploma of Leadership & Management.

Delivery and Assessment Methods

> Delivery is a combination of group workshops and coaching sessions. Group workshops ensure the theory is well understood and then the knowledge and skills are further developed and practised in the coaching sessions.

> Assessment tasks typically include on-the-job observation and questioning, in-class activities and workplace based projects.

Mentor Induction and Engagement

Workplace mentors from your business are inducted into the program to ensure the knowledge and skills are reinforced to ensure the participant progresses through the course to completion.

Fees and Charges

Information about course fees and charges can be found in the National Fees Booklet available on the Spectra website: www.spectra.edu.au together with Spectra's Refund Policy.

Eligibility / Government Funding

Spectra Training is a national provider of workplace training. For eligible participants, this training may be partly funded by your State/Territory Government in partnership with the Commonwealth Government. For information on eligibility criteria, please consult the Spectra Training website: www.spectra.edu.au

For further information on state/territory initiatives or details of an Australian Apprenticeship Centre please visit: www.australianapprenticeships.gov.au

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Proposed Training Program

Pre-Training Review, including:

> Skills recognition application (if applicable)

> Language, Literacy and Numeracy assessment

> Program overview

> Enrolment

> Learner Induction

> Mentor Induction

A smarter future

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Spectra Training Australia is a business name of CLB Training & Development Pty Ltd

Cycle 1: Emotional Intelligence

BSBPEF502 Develop and use emotional intelligence – **CORE UNIT**

BSBCRT511 Develop critical thinking in others – **CORE UNIT**

Topics include: > Emotional intelligence principles and strategies > Developing a positive emotional climate > Developing trust and confidence of the team > Maximising team outcomes

Cycle 2: Operational Leadership and Planning

BSBOPS502 Manage business operational plans – **CORE UNIT**

BSBFIN501 Manage budgets and financial plans

Topics include: > Achieving organisational objectives > Managing resource acquisition > Development and use of key performance indicators > Planning and implementing financial management approaches > Ensuring resources are used and managed effectively

Cycle 3: Project Management

BSBPMG430 Undertake project work

Topics include: > Project management principles, tools and techniques

Cycle 4: Professional Development

BSBSUS511 Develop workplace policies and procedures for sustainability

BSBSTR502 Facilitate continuous improvement

Topics include: > Continuous improvement principles and strategies > Facilitating team improvement processes

Cycle 5: Sustainability

BSBWHS521 Ensure a safe workplace for a work area

Topics include: > Create, monitor and improve workplace sustainability strategies and policies

Cycle 6: Effective Communication

BSBCMM511 Communicate with influence – **CORE UNIT**

BSBLDR523 Lead and manage effective workplace relationships – **CORE UNIT**

Topics include: > Effective communication and team engagement > Effective networks and relationships

Cycle 7: Managing People

BSBTWK502 Manage team effectiveness – **CORE UNIT**

BSBLDR522 Manage people performance

Topics include: > Fostering team cohesion and contribution > Performance monitoring and improvement

For more information, visit Spectra Training at **www.spectra.edu.au**, phone our friendly team on **03 9292 8000** or email **info@spectra.edu.au**