



A smarter future

Our consultants can work with you to identify essential skills needed by your workforce and design a training solution to drive your business forward across business sectors that include:

- > Business Services
- > Competitive Systems & Practices
- > Management
- > Manufacturing
- > Printing & Graphic Arts
- > Retail Services
- > Sales & Customer Service
- > Transport & Logistics

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

Melbourne Office (Head Office)

Level 7, 628 Bourke Street
Melbourne VIC 3000

P +61 03 9292 8000

Spectra Training is a business name of
CLB Training & Development Pty Ltd
T01D 21356

Sydney Office:

Level 6, 333 Kent Street
Sydney NSW 2000

Brisbane Office:

55 Ipswich Road
Woolloongabba QLD 4102

Adelaide Office:

Unit 17, 169 Unley Rd,
Unley SA 5061

Perth Office:

Level 1, 120 Roe Street,
Northbridge WA 6003



Diploma of Leadership & Management

BSB51918 DIPLOMA OF LEADERSHIP & MANAGEMENT



Course Overview

This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts.

As well as assuming responsibility for their own performance, individuals at this level provide leadership, guidance and support to others.

MELBOURNE → SYDNEY → BRISBANE → ADELAIDE → PERTH



Leadership & Management

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 system ensures practical application of learning in your workplace so staff enjoy training and can apply their skills and knowledge.

- > Spectra Training engages with workplace mentors to ensure the training provides real benefits and improvements that help retain staff and add value to your business.
- > Our trainers are industry experienced professionals who can ensure measurable outcomes.
- > Minimal disruption to your operations as we understand day to day work pressures.
- > We engage directly with industry and implement training strategies that will respond to industry's specific needs using our in-house instructional design writers.
- > We identify where individuals may need extra support and assistance to complete their training.

BSB51915 DIPLOMA OF LEADERSHIP & MANAGEMENT

Course Overview

Businesses have identified effective workplace leadership with a team based approach as being a critical factor to future success and sustainability. Managers and business owners need more than basic skills to run and operate a business. This program is designed to strengthen the performance of those managers who oversee and manage their employees. Leadership, performance management, strategic direction and workplace planning are formalised through this program.

Delivery and Assessment Methods

Delivery is a combination of group workshops and one-on-one sessions. Group workshops ensure the theory is well understood and then the knowledge and skills are practised in the one-on-one coaching sessions. Assessment tasks typically include on-the-job observation and questioning, in-class activities and workplace based projects.

Entry Requirements

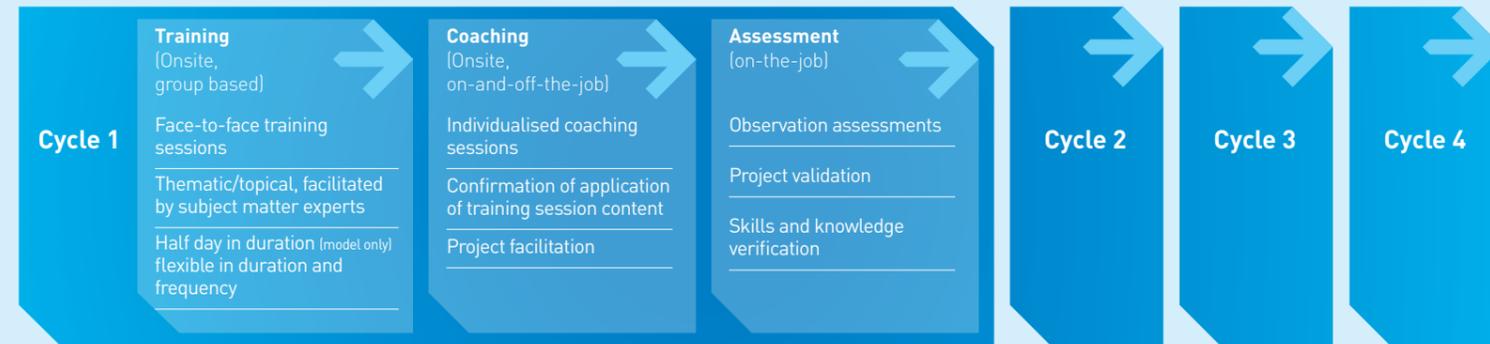
Participants' primary function/role must be to lead or supervise a team. Participants must have strong English language skills, basic computing skills, and literacy and numeracy skills equivalent to Year 10 of compulsory schooling, as a minimum.

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.

Course Structure

Dynamic Training System Cycle



Proposed Training Program

Pre-Training	Induction	Pre-training review, including:	Learner Induction
		<ul style="list-style-type: none"> > Skills recognition application (if applicable) > Language, Literacy and Numeracy assessment 	<ul style="list-style-type: none"> > Identification of learner support needs > Program overview
Cycle No.	Title	Topics Covered	Units
Cycle 1	Emotional Intelligence	<ul style="list-style-type: none"> > Emotional intelligence principles & strategies > Developing a positive emotional climate > Developing trust & confidence of the team > Maximising team outcomes 	Develop and use emotional intelligence (BSBLDR511) - CORE UNIT
			Lead and manage effective workplace relationships (BSBLDR502) - CORE UNIT
Cycle 2	Operational Leadership and Planning	<ul style="list-style-type: none"> > Achieving organisational objectives > Managing resource acquisition > Development & use of key performance indicators > Planning & implementing financial management approaches > Ensuring resources are used & managed effectively 	Manage operational plan (BSBMGT517) - CORE UNIT
			Manage budgets and financial plans (BSBFIM501)
Cycle 3	Project Management	<ul style="list-style-type: none"> > Project management principles, tools & techniques 	Undertake project work (BSBPMG522)
Cycle 4	Continuous Improvement	<ul style="list-style-type: none"> > Continuous improvement principles & strategies > Facilitating team improvement processes 	Facilitate continuous improvement (BSBMGT516)
			Plan and monitor continuous improvement (BSBMGT406)
Cycle 5	Sustainability	<ul style="list-style-type: none"> > Create, monitor & improve workplace sustainability strategies & policies 	Develop workplace policy and procedures for sustainability (BSBSUS501)
Cycle 6	Workplace Safety and Professional Development	<ul style="list-style-type: none"> > WHS legal compliance > Hazard identification & risk control > Improving WHS management systems > Employee consultation & training > Time management > Professional development plans 	Ensure a safe workplace (BSBWHS501)
			Manage personal work priorities and professional development (BSBWOR501)
Cycle 7	Managing People	<ul style="list-style-type: none"> > Fostering team cohesion & contribution > Effective communication & team engagement > Effective networks & relationships > Performance monitoring & improvement 	Lead and manage team effectiveness (BSBWOR502) - CORE UNIT
			Manage people performance (BSBMGT502)



Pre-training Review

Prior to the commencement of training, 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.

Mentor Induction & Engagement

Spectra Training believes that it is very important to have effective workplace mentors from your business engaged in this learning. This ensures that the knowledge and skills are reinforced throughout the program and that the participant progresses through and completes the course. Workplace mentors are comprehensively inducted into the program so their roles and responsibilities are well understood.

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.

Access & Equity

Spectra Training is committed to ensuring people with special needs have equal opportunity and access to its courses. Spectra Training is committed to identifying and supporting the learning needs of each individual and encourages people of all abilities to apply to undertake learning.

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

Spectra's Refund Policy is also published on the website.

Eligibility / Government Funding

Spectra Training is a national provider of workplace training (TOID 21356). 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.

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