Certificate IV in 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.

BSB40520

CERTIFICATE IV IN LEADERSHIP & MANAGEMENT

Entry Requirements

> Participants must be in a position that includes direct supervision or leadership of a team consisting of at least two other individuals, or be supported by their employer to undertake this program as preparation for such a role.

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

Duration

This program is typically delivered over a 12-month period (plus 2 months for the block out period); however, this will vary according to client needs and will 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 career opportunities and roles including, but not limited to: Coordinator, Supervisor, Team leader, Manager etc.

Further study can be undertaken in the Diploma of Leadership & Management (BSB50420).

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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www.spectra.edu.au   03 9292 8000   info@spectra.edu.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: Personal Performance

BSBLDR411 Demonstrate leadership in the workplace – **CORE UNIT**

BSBPEF502 Develop and use emotional intelligence

Topics include: > Decision making > Personal performance > Positive role modelling > Effective communication techniques

Cycle 2: Safety and Sustainability

BSBWHS411 Implement and monitor WHS policies, procedures and programs

BSBOPS403 Apply business risk management processes

Topics include: > Hazard identification > Risk assessment, management and control > Fostering a culture of safe working practices > Monitoring resource usage > Improving resource utilisation

Cycle 3: Develop Teams

BSBPEF402 Develop personal work priorities

BSBLDR413 Lead effective workplace relationships – **CORE UNIT**

Topics include: > Self management > Professional development > Effective networks and relationships

Cycle 4: Leading Teams

BSBLDR521 Lead the development of diverse workforces

BSBCMM412 Lead difficult conversations

Topics include: > Developing trust and confidence > Engaging individuals > Supporting and encouraging diversity

Cycle 5: Operational Management

BSBXCM401 Apply communication strategies in the workplace – **CORE UNIT**

BSBOPS402 Coordinate business operational plans – **CORE UNIT**

Topics include: > Self management > Professional development > Operational planning > Operational management

Cycle 6: Continuous Improvement

BSBSTR401 Promote innovation in a team environment

BSBXTW401 Lead and facilitate a team – **CORE UNIT**

Topics include: > Implementing continuous improvement processes > Fostering team cohesion and contribution > Sustaining improvements > Reflective practice