



## **BSB51918 Diploma of Leadership and Management**

Are you a supervisor or middle manager that has responsibility for a team of people?

Do you participate in operational planning and are involved in change management?



The Diploma of Leadership and Management is a nationally recognised business qualification designed to help you plan, execute and evaluate your own work and the work of your team.

The course examines the capabilities that make an effective manager including the management of business, performance and people.

**Talk to us about this exciting opportunity today!**

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Registered Provider Number: 90456

## Course Description

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts. Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements. They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

## Entry Requirements

- Year 12 or equivalent
- Vocational experience in management.
- English Language Proficiency

## Course Delivery/Duration

The course will be delivered over a 11 month period including:

- 22 x 1 day face to face trainer led workshops
- Trainer supported, self-directed learning activities
- Web resources
- Workplace based learning activities

Students will be provided with:

- Textbook
- Student guides

It is recommended that students have access to a reliable internet connection, a computer with basic software including Microsoft Office and Adobe Acrobat and have basic computer skills.

## Course Structure

### Core Units

BSBLDR511	Develop and use emotional intelligence
BSBMGT517	Manage operational plan
BSBLDR502	Lead and manage effective workplace relationships
BSBWOR502	Lead and manage team effectiveness

### Elective Units

BSBCUS501	Manage quality customer service
BSBHRM405	Support the recruitment, selection and induction staff
BSBFIM501	Manage budgets and financial plans
BSBMGT502	Manage people performance
BSBMGT516	Facilitate continuous improvement
BSBLDR513	Communicate with influence
BSBRISK501	Manage risk
BSBWHS501	Ensure a safe workplace

Please note: Electives are subject change, depending on a particular industry consultation feedback.

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