

BSB51918 Diploma of Leadership and Management

Target audience

The Diploma of Leadership and Management is for individuals who are already in leadership and management roles in the child, youth and families sector, and for individuals who are working towards a leadership position. The Centre offers this diploma to develop and hone management skills for individuals within the context of the child, youth and families' sector. The course will equip you to take initiative, show judgement in planning and organising, and arm you with effective communication and self-management strategies. You will be able to plan, design, apply and evaluate solutions to problems as they arise, and identify and analyse information from a variety of sources.

This course is most suited to individuals who lead and manage a team and have a contribution to the overall organisational direction.

Course overview

The course is competency based and consists of 12 Units incorporating 4 core units and 8 elective units. Training will be carried out via classroom delivery and the student's workplace. Students will be able to apply newly acquired knowledge and skills during the course of normal work day. The majority of assessments will be workplace based utilising the work environment.

This course will be delivered over 17 full day classroom training sessions over a period of 9 months.

Venue:

Centre for Excellence in Child and Family Welfare
Level 5, 50 Market Street
Melbourne Vic 3000
Phone: 9614 1577
Fax: 9614 1774

Learning Outcomes

- 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.
- Develop and monitor implementation of the operational plan to provide efficient and effective workplace practices within the organisation's productivity and profitability plans.
- Lead teams in the workplace and to actively engage with the management of the organisation.
- Undertake financial management within a work team in an organisation.
- Present and negotiate persuasively, lead and participate in meetings and make presentations to customers, clients and others.
- Manage the performance of staff who are direct reports.
- Lead and manage continuous improvement systems and processes.
- Undertake a straightforward project or a section of a larger project.
- Manage Risk.
- Establish, maintain and evaluate the organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area, according to WHS legislative requirements.
- Create systems and process to organise information and prioritise tasks.

Timing: 9.30am to 5pm

Course Schedule: April to December 2020

Training Days	Core/ Elective Unit	Unit	Delivery Dates
Day 1	E	BSBWOR501 Manage personal work priorities and professional development	3 April
Day 2	C	BSBLDR502 Lead and manage effective workplace relationships	24 April
Day 3	E	BSBMGT502 Manage People Performance	8 May
Day 4	C	BSBWOR502 Lead and manage team effectiveness	15 May
Day 5	E	BSBWH521 Ensure a safe workplace for a work area	5 June
Day 6	E	BSBR501 Manage risk	19 June
Day 7			3 July
Day 8	C	BSBLDR511 Develop and use Emotional Intelligence	10 July
Day 9		ASSESSMENT WORKSHOP 1	24 July
Day 10			21 Aug
Day 11	E	BSBFIM501 Manage Budgets and Financial Plans	28 Aug
Day 12	E	BSBPMG522 Undertake project work	11 Sep
Day 13	E	BSBMGT520 Plan and manage the flexible workforce	2 Oct.
Day 14			23 Oct
Day 15	C	BSBMGT517 Manage Operational Plan	30 Oct
Day 16	E	BSBMGT516 Facilitate continuous improvement	20 Nov
Day 17		ASSESSMENT WORKSHOP 2	27 Nov

Cost

The course fee for The Centre for Excellence in Child and Family Welfare Member Organisations is \$4,200.00 and covers course manuals, registration, assessment, participant support.

The course fee for non-members is \$5,100.00 and covers course manuals, registration, assessment, participant support. Fees will be collected via a three course payment plan.

Cancellations and Refunds

Cancellation policy – We will issue a full refund if we cancel the course or reschedule the course.

Withdrawal – Participants who withdraw: more than 15 days before course commencement receive a full refund minus \$200 administration fee;

Less than 15 days prior to the agreed start date –no refund.

Extenuating circumstances – Apply in writing, attaching any relevant documentation, such as medical certificate.

Application for special consideration does not guarantee acceptance

For further information about the course please contact:

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