



BSB40520 CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT

Course Content

Today's leaders and managers are under huge pressure to achieve more with less. The ability to inspire, communicate with, direct and support team members is the only way to achieve this challenging goal. Proactive Training's Leadership Program is designed to help individuals and organisations, address real-world business challenges, and foster a performance-based culture that accelerates results.

This program offers participants the opportunity to identify leadership pathways within the workplace and develop relevant skills to become effective leaders.

Overall Strategy to Develop Effective Leadership

1. Reinforce leadership responsibilities
2. Outline areas for improvement with the aim to minimise repetitive issues
3. Discuss the challenges and workshop solutions
4. Implement an accountability strategy

Delivery and Assessment

This program is designed to be flexible, interactive, and engaging. Face to face classroom (and Zoom) training is complimented with relevant and current theory and practical hands on experience at the workplace or simulated environments.

The program combines face to face trainer led theory classes, practical sessions involving small groups, individual activities and 'on the job' delivery and assessment.

On-line activities will enhance learning opportunities and add depth to the theoretical concepts. Thought-provoking activities will help students develop their leadership skills and apply critical thinking to their leadership journey.

Student Commitment

Components of this program will require students to have access to a computer and internet access and possess digital literacy to enable the completion of several online learning activities.

Attend 8 x 2 hour face to face / live stream training that includes observable learning activities including:

- Roleplay
- Presentation
- Group and 1 on 1 sessions
- General discussion and
- Assessment

Complete on-line self-paced unsupervised learning that includes:

- Reading
- Research
- Knowledge checks
- Self-Assessment and
- Projects



UNIT OVERVIEW

SKILLSET 1

Team Communication

1. BSBXCM401 Apply communication strategies in the workplace leader
2. BSBLDR412 Communicate effectively as a workplace leader
3. BSBCMM412 Lead difficult conversations

SKILLSET 1

Critical thinking and problem solving

4. BSBCRT411 Apply critical thinking to work practices
5. BSBSTR401 Promote innovation in team environments
6. BSBSTR502 Facilitate continuous improvement

SKILLSET 3

Managing team performance

7. BSBLDR411 Demonstrate leadership in the workplace
8. BSBLDR413 Lead effective workplace relationships
9. BSBLDR414 Lead team effectiveness
10. BSBXTW401 Lead and facilitate a team

OPERATIONAL STREAMS

SKILLSET 4

Coordinate operational plans (Operations Leaders)

11. BSBPEF402 Develop personal work priorities
12. BSBOPS402 Coordinate business operational plans

SKILLSET 4

Coordinate operational plans (Sales Leaders)

11. SIRXSL003 Achieve sales results
12. BSBOPS402 Coordinate business operational plans