

SG LEARNING & DEVELOPMENT
PROVIDING A SOLID
GROUNDING FOR
YOUR FUTURE

Diploma of Leadership & Management BSB50420



The role of the Manager is a challenging one. Not just tasked with operational accountability, Managers must also have the skills to create and lead effective teams, manage operational and people performance, and build innovation, continuous improvement and risk management process and practices into their business units.

The Diploma of Leadership and Management focuses on building the competency to create and lead an effective team and business unit - ensuring systems, procedures, policies and practices are in line with industry, national or international standards in ways that enable both compliance and competitiveness.

Our Diploma of Leadership and Management graduates are able to apply to their organisations skills and knowledge in:

- Managing themselves and others by creating “clear line of sight” to organisational, team and individual strategic objectives
- Creating and leading high performance teams
- Identifying key areas requiring improvement and managing the team effort required to facilitate and integrate the necessary actions
- Ensuring relevant legislation is adhered to in everyday business operational practice
- Creating effective stakeholder engagement practices, principles and techniques
- The organising, planning and time management practices required to manage projects, meet timelines, conduct interviews, and lead quality meetings
- Risk management and problem solving skills to overcome issues which may potentially affect business unit outcomes.



SG Learning
& Development



NATIONALLY RECOGNISED
TRAINING

Learning & Assessment Strategy

Every program is tailored to suit the group or individual, and we consult to ensure the integration of organisational strategic objectives, as well as team and individual performance outcomes. Our strategy takes a personal and organisational performance improvement focus that can be applied for immediate effect. It may include all, or some of the following:

- Attendance at workshops/coaching sessions
- SG Virtual Learning Centre
- 360 Degree Feedback Analysis
- Hogan Leadership Inventories
- Self Evaluation- Personality/Behavioural Profiling
- Setting professional developmental goals
- Conducting research, analysing and presenting information
- Evaluating work processes and best practice
- Planning and implementing a work based project
- Reflecting on work applied experiences to highlight opportunities to further refine skills, knowledge and application.

Students are provided with a current textbook and course materials. Our facilitators/assessors are both qualified and experienced in best management practices, which enables them to take a hands on coaching approach throughout the program.

SG Virtual Learning Centre

Our Virtual Learning Centre offers students and their workplace sponsor/manager an online coaching facility throughout the course. Extra learning resources, discussion forums and the ability for managers to remain connected with progress means program outcomes are maximised on the job, which means a better return on investment for both the student and their organisation.

This qualification can also be completed completely on line in our VLC. This is not an “off the rack” e-learning activity where students have to read and answer questions on their own. Ours is a facilitated on line coaching experience with everyday access to both your learning and assessment materials and your coach to help you solve real work management issues. Call us for a demonstration of our approach.

Offering a customised program that brings 'real' results for you and your work place.

Delivery/Assessment Options

- **Group Training/Coaching**
- **Facilitated On Line Learning – SG Virtual Learning Centre – work with your own coach**
- **RPL**

A **Blended** workshop/online Learning option is available and may be discussed at the initial consultation.

Our Value

- Full Group training option includes up to 10 workshops
- Qualified experienced facilitators/coaches for full group training, fully online and blended delivery options
- Delivery and assessment strategies contextualised so you can apply skills immediately to maximise your return on investment
- Text, learning resources and VLC access included

Note:

Fees do not include venue hire, travel & accommodation or associated expenses.

Information in this brochure applies as at the issue date 30 October 2020.

SG Learning & Development reserves the right to refuse any application if we believe we do not have the appropriate resources, or cannot provide the required service to the client.

Contact

For registration or further information about our services please contact:

Kathy Pillion

Director

SG Learning & Development

Mobile: 0408 827477

Email: kathy@sglearning.com.au

PO Box 302, Woodville SA 5011

National Provider No: 40177

ACN: 111 823 388

Web: www.sglearning.com.au

Diploma of Leadership & Management BSB50420

Course Requirements

Successful completion of 12 units is required - 6 core units and 6 elective units. 4 units must be selected from the Electives list, and up to 2 units may be imported from other eligible Training Package qualifications. Our program includes the following unit selections:

Core

- BSBCMM511 Communicate with influence
- BSBCRT511 Develop critical thinking in others
- BSBPEF502 Develop and use emotional intelligence
- BSBOPS502 Manage business operational plans
- BSBLDR523 Lead and manage effective workplace relationships
- BSBTWK502 Manage team effectiveness

Electives

- BSBCMM412 Lead difficult conversations
- BSBLDR522 Manage people performance
- BSBPEF501 Manage personal and professional development
- BSBSTR502 Facilitate continuous improvement
- BSBOPS504 Manage business risk
- BSBTWK503 Manage meetings
- BSBOPS505 Manage organisational customer service
- BSBXCMM501 Lead communication in the workplace
- BSBFIN501 Manage budgets and financial plans
- BSBHRM531 Coordinate health and wellness programs
- BSBTWK501 Lead diversity and inclusion

Imported units

- BSBPMG430 Undertake project work
- BSBHRM525 Manage recruitment and onboarding

Delivery & Assessment Strategy

We provide group training, individual coaching, and online options in our delivery and assessment approach so qualifications can be gained to suit the workflow of the organisation, and the work/life balance of participants. Our VLC enables participants, managers and dedicated and qualified coaches to be in daily contact for a co-ordinated approach to solving problems on the job.

Group Training (minimum of 5 participants)

Candidates attend up to 10 x 1 day workshops (dependent on numbers and experience of participants) that are highly interactive and include group activities, individual exercises and practical discussions.

Coaching

We offer coaching programs for individuals or small groups (1-4 participants). The time involved and course structure will be customised to suit the group/individual.

Facilitated On Line Learning – SG Virtual Learning Centre

Our VLC offers candidates an online coaching option for all or some of the units in their course. They participate in discussion forums with their coach, and complete assessment activities that are designed to break down assignments into manageable sized chunks. This option can be discussed at the initial consultation and can be tailored to suit both groups working together, and individuals working on their own

Time Frame

The course usually takes 12-24 months to complete while working full time. The schedule can be adapted to suit individuals depending on previous experience, the amount of time the candidate has to achieve required competencies, and taking into consideration work/life balance and organisational priorities.

Recognition of Prior Learning (RPL)

We offer RPL to experienced candidates and provide a comprehensive package that their RPL coach will use to guide them through the RPL process

Assessment

Our focus is the application and integration of competencies on the job, so that our students have the opportunity to practice key skills with the guidance of their coach and in collaboration with their workplace sponsor/manager. Assessments are practical and include group/written exercises and discussions, self-assessments, workplace research, reviews, activities and work projects.