



CERTIFICATE IV

Course Code: BSB40215 - CRICOS Code: 088285K

This course helps students to develop skills across a range of areas including: customer service, financial administration and business communication to achieve success in a leadership position.

DIPLOMA

Course Code: BSB51918 - CRICOS Code: 098725G

This course will take you to a new level in developing advanced aspects of leadership and management including how to plan, organise, implement and monitor the success of teams within an organisation.

ADVANCED DIPLOMA

Course Code: BSB61015 - CRICOS Code: 097921A

The Advanced Diploma of Leadership and Management provides you with the knowledge and initiative to lead your company, your business or your team from the front, and guide them to success. Learn how to recruit, train and manage your teams with success and confidence.

KEY HIGHLIGHTS



Industry Engagement

We offer students the chance to engage, meet and network with industry leaders through a variety of open channels including our own Pitch Night, Showcase, Info Night and Industry Insider.



Career Kickstart

Perfect if you are fresh out of college or looking to fast-track and reboot your career path. You will learn key skills to apply in the workplace and accelerate your progress.



Practical Experience

Through our expert trainers and real-life case study approach, our graduates are job-ready faster. Our Studio+ programme offers students industry internship placement opportunities.

TIMETABLE

COURSES	DAY			EVENING			FULL DAY			DURATION
	SYD	MELB	N. SYD	SYD	MELB	N. SYD	SYD	MELB	N. SYD	
Certificate IV in Leadership & Management - BSB42015				✓	✓		✓			5 TERMS 40 - 44 weeks
Diploma of Leadership & Management - BSB51918				✓			✓	✓	✓ ¹	6 TERMS 52 weeks
Advanced Diploma of Leadership & Management - BSB61015							✓ ²	✓ ²		6 TERMS 52 weeks

1 - From January 2019 2 - From March 2019 3 - From May 2019 4 - From July 2019 5 - Current Full Day Friday | Saturday from July 2019

■ Skills Development classes available at all campus locations

CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT

BSBLDR401	COMMUNICATE EFFECTIVELY AS A WORKPLACE LEADER
BSBLDR402	LEAD EFFECTIVE WORKPLACE RELATIONSHIPS
BSBLDR403	LEAD TEAM EFFECTIVENESS
BSBMGT402	IMPLEMENT OPERATIONAL PLAN
BSBINN301	PROMOTE INNOVATION IN A TEAM ENVIRONMENT
BSBMGT403	IMPLEMENT CONTINUOUS IMPROVEMENT
BSBWS401	IMPLEMENT AND MONITOR WHS POLICIES, PROCEDURES AND PROGRAMS TO MEET LEGISLATIVE REQUIREMENTS
BSBWOR404	DEVELOP WORK PRIORITIES
BSBCMM401	MAKE A PRESENTATION
BSBCUS401	COORDINATE IMPLEMENTATION OF CUSTOMER SERVICE STRATEGIES
BSBLED401	DEVELOP TEAMS AND INDIVIDUALS
BSBMKG413	PROMOTE PRODUCTS AND SERVICES

DIPLOMA OF LEADERSHIP AND MANAGEMENT

BSBLDR511	DEVELOP AND USE EMOTIONAL INTELLIGENCE
BSBMGT517	MANAGE OPERATIONAL PLAN
BSBLDR502	LEAD AND MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS
BSBWOR502	LEAD AND MANAGE TEAM EFFECTIVENESS
BSBCUS501	MANAGE QUALITY CUSTOMER SERVICE
BSBHRM405	SUPPORT THE RECRUITMENT, SELECTION AND INDUCTION OF STAFF
BSBPMG522	UNDERTAKE PROJECT WORK
BSBRK501	MANAGE RISK
BSBWOR501	MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT
BSBADM502	MANAGE MEETINGS
BSBHRM512	DEVELOP AND MANAGE PERFORMANCE MANAGEMENT PROCESSES
BSBHRM513	MANAGE WORKFORCE PLANNING

ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

BSBFIM601	MANAGE FINANCES (CORE)
BSBINN601	LEAD AND MANAGE ORGANISATIONAL CHANGE (CORE)
BSBMGT605	PROVIDE LEADERSHIP ACROSS THE ORGANISATION (CORE)
BSBMGT617	DEVELOP AND IMPLEMENT A BUSINESS PLAN (CORE)
BSBDIV601	DEVELOP AND IMPLEMENT DIVERSITY POLICY
BSBMGT608	MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT
BSBMGT615	CONTRIBUTE TO ORGANISATION DEVELOPMENT
BSBMGT616	DEVELOP AND IMPLEMENT STRATEGIC PLANS
BSBMKG609	DEVELOP A MARKETING PLAN
BSBMGT619	IDENTIFY AND IMPLEMENT BUSINESS INNOVATION
BSBHRM602	MANAGE HUMAN RESOURCES STRATEGIC PLANNING
BSBRK501	MANAGE RISK

WHAT WILL I LEARN?

You will learn to motivate, mentor and coach high performing teams. You will also be taught effective communication and how to work with many types of people. You will become an effective leader and be able to work seamlessly with other departments and stakeholders. You will be an expert at prioritising the needs of the company and how to get the very best out of your resources.

WHO IS THIS COURSE FOR? Leadership and Management is an ideal course choice for students that want to learn the skills and expertise required to achieve success in roles involving management and leadership responsibilities.

Students will learn and practice a wide range of skills and develop abilities that will enable them to thrive in larger companies and organisations.



CAREER OUTCOMES

**SALES MANAGER, OPERATIONAL COORDINATOR, TEAM LEADER,
OPERATIONS MANAGER, SMALL BUSINESS MANAGER/OWNER, SENIOR MANAGEMENT**

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