

Certificate IV in Leadership & Management

Overview

The Certificate IV in Leadership & Management is aimed at new and emerging managers and leaders, or leaders with some experience looking to have their learning formally recognised and fill in skill gaps.

FTS has found that it works particularly well for staff that have been recognised for their performance and promoted internally into a leadership role, but would benefit from further development in their leadership and "soft" skills.

Leadership competencies covered in the course are applicable to a wide range of industries, and covers skills such as problem solving, communication, evaluation and analyse, and of course, general leadership skills.

Delivery and Structure

Delivery underpins our philosophy that work is the learning and learning is the work. We deliver a combination of formal training sessions and mentoring. We utilise a mix of on-the-job observation and questioning, and workplace-based projects throughout our assessment tasks.

Participants are encouraged to challenge their existing knowledge and extend their boundaries whilst they expand their skill base.

To successfully attain the BSB40520 Certificate IV in Leadership & Management, students are required to complete a total of twelve (12) units of competency, comprising of:

Certificate IV in Leadership & Management

- 5 core units
- 4 Group A Electives
- 3 units from Group A or Group B and/or
 - up to 2 Imported units from Certificate IV Level or above

BSB40520 Certificate IV in Leadership & Management



Duration:

This course is typically delivered over 9-24 months



Delivery Mode

Projects:

We believe that to get the most out of a training program, training should be applicable to the trainee's job role. Projects directly impact and relate to your business



Formal Sessions

Formal Delivery

Workplace-based

- face to face
- online
- correspondence
- blended

As needed

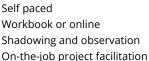
Mentoring ()

Individual or group coaching sessions

Application workplace based

Continuous

Workplace Learning →



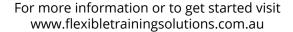
and assessment

Workplace mentors:

A workplace mentor will be assigned from within your business. This ensures that knowledge and skills are reinforced throughout the program.



This nationally recognised qualification is delivered by Flexible Training Solutions RTOID 6333. It provides skills and knowledge to the industry standard. We actively tailor training for people from diverse backgrounds, including those with disabilities, and encourage all to apply.





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The Certificate IV in Leadership & Management is more targeted than the Certificate IV in Business. The below list covers the generally available units for the qualification, though there are further possibilities available using Import units.

If there is something you're wanting to include in the course that isn't listed, please reach out via the contact details below or using the form on our website and we'll see how we can make that work. Please note that not all of our trainers can deliver all units and for some units choice of delivery method may be limited to online/correspondence as a result.

Core Units (complete all)

| BSBLDR411 | Demonstrate leadership in the workplace |
|-----------|---|
| BSBLDR413 | Lead effective workplace relationships |
| BSBOPS402 | Coordinate business operational plans |
| BSBXCM401 | Apply communication strategies in the workplace |
| BSBXTW401 | Lead and facilitate a team |

Group A Electives (choose min. 4)

| BSBCMM412 BSBCRT411 | Lead difficult conversations Apply critical thinking to work practices |
|------------------------|--|
| BSBLDR412 | Communicate effectively as a workplace leader |
| BSBLDR414 | Lead team effectiveness |
| BSBOPS403 | Apply business risk management processes |
| BSBPEF402 | Develop personal work priorities |
| BSBSTR401 | Promote innovation in team environments |
| BSBSTR502 | Facilitate continuous improvement |
| BSBTWK401 | Build and maintain business relationships |
| BSBWHS411 | Implement and monitor WHS policies, procedures and programs |
| | |

Group B Electives (max. 3)

BSBCRT412

BSBOPS401

| BSBOPS404 | Implement customer service strategies |
|-----------|--|
| BSBOPS405 | Organise business meetings |
| BSBPEF401 | Manage personal health and wellbeing |
| BSBPEF403 | Lead personal development |
| BSBPEF502 | Develop and use emotional intelligence |
| BSBPMG430 | Undertake project work |
| BSBSUS411 | Implement and monitor environmentally sustainable work practices |
| BSBWRT411 | Write complex documents |
| | |

Articulate, present and debate ideas

Coordinate business resources

Common Import Units (max. 2)

Make presentations BSBCMM411 BSBSTR402 Facilitate continuous improvement

This training is subsidised by the NSW Government, wherever the applicant is eligible under the guidelines for various programs.

Please ask us or visit the link below for more information on NSW Government-funded opportunities.

https://www.nsw.gov.au/education-and-training/vocational/funding

For more information contact us directly, or visit us online

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