

PROGRAM OUTLINE

Today's managers play a significant role within any organisation as leaders, mentors, coaches and role models. The Diploma of Management is a nationally accredited qualification within the Australian Qualifications Framework delivering contemporary managerial tools and leadership skills for managers to perform at an advanced level with confidence. Develop your business's leadership by empowering your leaders to inspire, motivate and enable their teams to be innovative and productive.

KEY LEARNING OUTCOMES

- ▶ Understand the role of an effective manager
- ▶ Demonstrate leadership and drive team effectiveness
- ▶ Develop effective financial management including budgets and financial planning
- ▶ Implement proactive HR strategies including recruitment, workforce planning and performance management
- ▶ Improve workplace effectiveness through management systems, compliance and risk mitigation

PROGRAM BENEFITS

- ▶ Effectively manage change to improve efficiency and profitability
- ▶ Consistently achieve targets through applied strategic and operational planning
- ▶ Raise the skills profile of your organisation
- ▶ Drive innovation and foster a best practice culture to deliver quality services and products to customers
- ▶ Develop teamwork throughout the organisation
- ▶ Nationally accredited program

WHO SHOULD ATTEND?

Frontline and middle managers, supervisors, team leaders and business operators who have responsibilities for driving and monitoring staff or business unit performance. It is particularly suited to participants with technical or operational backgrounds now leading others. Government funding is available for eligible participants.

DELIVERY METHOD

This program comprises class room theory and workplace learning, delivering tangible business outcomes through participation in identified improvement projects tailored to the organisation over a 12 month period.

QUALIFICATION AND ASSESSMENT REQUIREMENTS

For successful completion of BSB 51107 Diploma of Management, competency must be achieved in 8 units. A number of assessment strategies are utilised in relation to each participant's performance including activities completed in classroom sessions and workplace based projects. All assessments are conducted at the participant's workplace.

GROUP A COMPETENCIES - (Complete minimum of 5 units)

BSBCUS501B	Manage quality customer service	BSBMGT516C	Facilitate continuous improvement
BSBFIM501A	Manage budgets and financial plans	BSBOHS509A	Ensure a safe workplace
BSBINM501A	Manage an information or knowledge management system	BSBPMG510A	Manage projects
BSBMGT406A	Plan and monitor continuous improvement	BSBRSK501A	Manage risk
BSBMGT502B	Manage people performance	BSBWOR501A	Manage personal work priorities and professional development
BSBMGT515A	Manage operational plan	BSBWOR502B	Ensure team effectiveness

GROUP B COMPETENCIES

BSBDIV501A	Manage diversity in the workplace	BSBINN502A	Build and sustain an innovative work environment
BSBHRM402A	Recruit, select and induct staff	BSBSUS501A	Develop workplace policy and procedures for sustainability
BSBHRM503B	Manage performance management systems	BSBWRK509A	Manage industrial relations
BSBHRM504A	Manage workforce planning		
BSBINN501A	Establish systems that support innovation		

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