The Diploma of Leadership and Management (BSB51915) is targeted at emerging leaders and provides the framework to ascertain current capabilities and develop leadership and management skills to successfully lead a team.

Students will learn how to add value through leading and supporting the implementation of change within their business or organisation. For more information please visit our website.

www.kaplanprofessional.edu.au
LEARNING OUTCOMES

› Develop self awareness of management and leadership skills and design a strategy to develop these skills
› Identify stages of team development and lead effectively
› Analyse team dynamics and functioning to identify strengths and opportunities for development
› Identify and evaluate opportunities for change
› Develop strategies to facilitate change
› Identify methods to manage and build their personal resources and capabilities
› Apply ways to maximise their productivity by managing the limited time to achieve their goals and objectives, and those of the area of the organisation they manage
› Recognise how emotions impact on their ability to take full advantage of their capabilities
› Act as a role model to their people and others, so that their achievements are duplicated
› Demonstrate how to lead and manage people and teams
› Adapt the lessons learned in managing their time and resources and apply this to their people and resources
› Assist people to work well together and assist teams to achieve their full potential

SUBJECTS

Subject 1: Develop your capabilities
Subject 2: Lead people
Subject 3: Facilitate change

UNITS OF COMPETENCY

BSBMGT605 Provide leadership across the organisation
BSBWOR501 Manage personal work priorities and professional development
BSBLDR501 Develop and use emotional intelligence
BSBMGT502 Manage people performance
BSBLDR502 Lead and manage effective workplace relationships
BSBWOR502 Lead and manage team effectiveness
BSbled501 Develop a workplace learning environment
BSBMGT516 Facilitate continuous improvement
BSBMGT517 Manage operational plan
BSBInn502 Build and sustain an innovative work environment
BSBRSK501 Manage risk
BSBPMG522 Undertake project work

Enrolment Date
Start anytime.

Entry Requirements
There are no entry requirements for this course.

Duration
12 weeks for each subject.

Delivery
Online: self-study access to a virtual classroom.

Online coaching
As part of this course, you will have access to an online coach. The online coach is an experienced professional who will assist and guide your learning. At key milestones throughout each subject, you will have the opportunity to submit your work and ask for help, share thoughts and decisions and receive feedback.

Assessment
There are two (2) assignments for this course:
› capability development plan
› change management plan
The capability development plan covers the first two subjects in the course, Develop your Capabilities and Lead People. The change management plan covers the third subject, Facilitate Change.

Resubmission and Resit
Students are permitted one (1) resubmission for the assignment.

Exemption
Exemptions are not available at this stage.

Fees
For an updated schedule of fees please visit our website.

"My study with Kaplan allowed me to move up the ladder in my workplace and secure the role I always wanted. I found the online experience fantastic as it allowed me to study at my own pace."

Chris Jehu