BSB51915
Diploma of Leadership and Management
Course outline

Course overview

The Diploma of Leadership and Management program will guide you through the process of developing the skills, knowledge and abilities needed to achieve your full potential as a leader/manager.

The Diploma of Leadership and Management consists of three subjects: Develop your capabilities, Lead People and Facilitate Change.

The first subject, Develop your capabilities, focuses on ensuring that you have the personal abilities you need to fulfil your true potential in your current and future roles. The second subject, Lead People, focuses on the skills and capabilities required to maximise the performance and productivity of those you work with. The final subject, Facilitate Change, guides you through facilitating continuous improvement, creating an innovative work environment, and managing risk. The framework that will be used to complete these tasks is that of managing projects.

Learning outcomes

On successful completion of this course, students should be able to:

• 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
• create work environments where people want to give their best and are committed to lifetime learning
• maximise the use of the limited resources in their area of the organisation
• create and manage plans, deal with risk and implement changes, while minimising resistance and adapting to actual results
• inspire innovation and ensure that results continuously improve
• use project management methodologies to ensure that the plans and results are well documented, monitored and reported.
Subject topics

Develop your capabilities
Topic 1  Capability
Topic 2  Leadership material
Topic 3  Values-based leadership
Topic 4  Planning for achievement
Topic 5  Making good decisions
Topic 6  The feedback loop
Topic 7  Your personal effectiveness
Topic 8  Tools and technologies
Topic 9  Achieving balance
Topic 10  Professional development
Topic 11  Maintaining your competitive edge

Lead People
Topic 1  Setting goals and objectives
Topic 2  Work planning
Topic 3  Working well together
Topic 4  Creating an environment for performance
Topic 5  Monitoring and measuring progress
Topic 6  Providing feedback
Topic 7  Involving others in the process
Topic 8  Continuously improving performance
Topic 9  Personal and professional development
Topic 10  The learning organisation
Topic 11  A culture of excellence

Facilitate Change
Topic 1  Looking for opportunities for improvement
Topic 2  Analysing the environment
Topic 3  Evaluating and selecting improvement projects
Topic 4  Generating ideas for improvement solutions
Topic 5  Evaluation and selection of solutions
Topic 6  Supporting innovation and improvement
Topic 7  Communication
Topic 8  Implementation plan
Topic 9  Monitor, measure and adjust
Topic 10  Improving the improvement process
Topic 11  A culture of improvement and innovation
Units of competency for the Diploma of Leadership and Management

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<thead>
<tr>
<th>Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>BSBMGT605</td>
<td>Provide leadership across the organisation</td>
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<tr>
<td>BSBWOR501</td>
<td>Manage personal work priorities and professional development</td>
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<tr>
<td>BSBLDR501</td>
<td>Develop and use emotional intelligence</td>
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<tr>
<td>BSBMGT502</td>
<td>Manage people performance</td>
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<tr>
<td>BSBLDR502</td>
<td>Lead and manage effective workplace relationships</td>
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<tr>
<td>BSBWOR502</td>
<td>Lead and manage team effectiveness</td>
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<td>BSBLED501</td>
<td>Develop a workplace learning environment</td>
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<td>BSBMGT516</td>
<td>Facilitate continuous improvement</td>
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<td>BSBMGT517</td>
<td>Manage operational plan</td>
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<tr>
<td>BSBINN502</td>
<td>Build and sustain an innovative work environment</td>
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<tr>
<td>BSBRSK501</td>
<td>Manage risk</td>
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<tr>
<td>BSBPMG522</td>
<td>Undertake project work</td>
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Subject duration and workload

Students have a total of 12 weeks to complete the assessment requirements for each subject. Each subject will take up to 120 hours to complete, depending on your experience.

Subject prerequisites

There are no prerequisites for this course.
Delivery mode

The course is delivered online.

Kaplan’s online learning portal, KapLearn, enables us to provide you with innovative, interactive learning resources and support. You can access KapLearn from anywhere at any time using a computer or mobile device that has internet access. KapLearn is where you access the learning material, activities and assessments, as well as access ongoing support.

The course textbook *Management: Theory and practice* by Kris Cole (5th edition) is provided on enrolment.

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.

At week 3, 6, 9 of your studies you will have access to your online coach via phone or skype to discuss your submitted work. The personalised feedback session will be conducted for 30 minutes. In addition, you will have access to the Leadership and Management Community where you are able to meet your peers, share ideas and resources and post any questions you may have to the community.

Assessment tasks

There are two 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.

Fees

An updated schedule of fees is available at the Kaplan Professional website: <www.kaplanprofessional.edu.au>.

Student policies

Students who enrol in a Kaplan course are bound by our published policies, including the policy that sets out our rules for assessment. Students can review these policies before they enrol by going to the Kaplan Professional website: <www.kaplanprofessional.edu.au>.

The policies also assist students when their study program does not go as planned and they need extra support.