



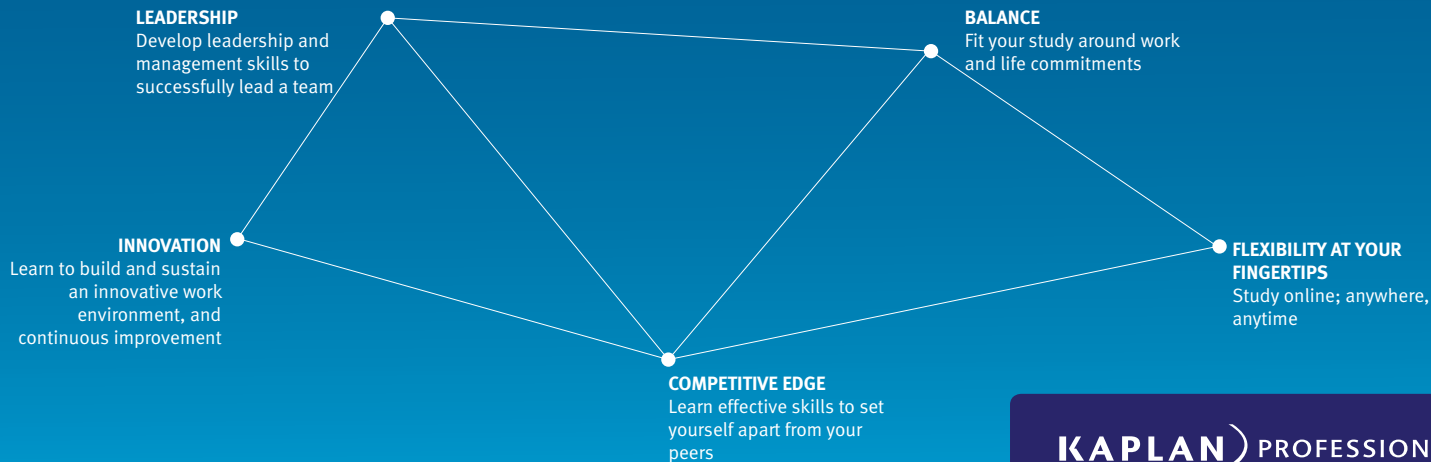
Learn, to lead.

**BSB42015
Certificate IV in Leadership
and Management
Aspiring Leaders Program**

The BSB42015 Certificate IV in Leadership and Management is designed for aspiring leaders who want to embark on a leadership and management journey.

Designed for individuals who are ready to take their first step into a leadership and management role, this program will help build leadership qualities, confidence and a foundation for career progression.

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Guided by a personal online coach, individuals will explore their potential and develop their own unique leadership characteristics to ensure they're well equipped to lead in today's fast-paced and dynamic business environment.

LEARNING OUTCOMES

- › Recognise how to enhance the effectiveness of their communications and motivate others to follow their directions
- › Identify how to be an effective networker and build capability to consult, collaborate, make good decisions and obtain feedback
- › Identify how to use technology to manage information
- › Explain how to ensure compliance with organisational and external standards
- › Demonstrate how to set goals that align to those of the organisation
- › Create work plans and schedule people's time
- › Apply the process of managing performance, underperformance and provide feedback
- › Monitor, measure and adjust productivity
- › Demonstrate the process of assessing, managing and evaluating learning and development
- › Demonstrate understanding performance expectations for their area of an organization and determine, request and acquire resources to achieve those expectations
- › Outline how to use those resources effectively and efficiently to maximise performance and productivity, and reduce waste
- › Apply the processes of assessing and managing risk and managing change
- › Use project methodologies
- › Assist and support improved performance of their people, teams and area of the organisation.

SUBJECTS

- › Develop your Leadership and Management Skills
- › Support and Manage Team Performance
- › Implement Operational Plans and Processes



Enrolment Date

Start anytime.

Entry Requirements

There are no entry requirements for this course.

Recognition of Prior Learning (RPL)

RPL may be granted on the basis of previous study and/or experience.

Duration

Individuals have 36 to 48 weeks to complete this qualification. This includes resubmission time, if eligible.

Delivery

Online: self-study access to a virtual classroom.

Assessment

Two (2) assignments consisting of a written and oral component, and one (1) written assignment.

Completion

The BSB42015 Certificate IV in Leadership and Management qualification will be awarded on successful completion.

Fees

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

Correct at time of printing. For more information about this course, please refer to our website.

Kp.edu.au/clm



As part of the Aspiring Leaders Program, individuals will have access to a personal online coach.

The online coach is an experienced professional who will assist and guide individual learning.



Contact us on **1300 662 203** or via email at courseadvice@kaplan.edu.au or alternatively speak to your Corporate Relationship Manager.

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