



# BSB40520 Certificate IV in Leadership and Management



Give your leaders the tools they need to effectively lead others and achieve your organisation's objectives in this practical, proven and nationally recognised program.



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**TRANSTEGIC**  
TRAINING RTO 70217

## WHO IS IT FOR?

People who work in leadership roles including supervisors, managers, leading hands, team leaders, and coordinators.

The program is also ideal for emerging leaders to prepare them to transition into leadership roles.

## OUTCOMES

- ✓ The skills, knowledge (the tools) and the confidence to be a good leader
- ✓ A nationally recognised qualification

## COST

\$4,700 per person if undertaken as a subsidised traineeship, payroll tax rebates may also be available. TMEC and BBAMZ membership attracts a \$400 discount. Building & Construction Industry, Keystone funding and CBOS 10 CPD points approved. Full price \$7,400. (all prices exclude GST).

## OUR APPROACH

Leaders attend five two-day training workshops to learn and practice the leadership tools. There is approximately six-weeks between each workshop to enable leaders to go back and apply these skills in the workplace.

## LEADERSHIP TOOLS SUPPLIED:

- Time management
- Effective communication
- Lead difficult conversations
- Make informed decisions
- Manage underperformance and misconduct
- Lead safety and environmental sustainability
- Implement team improvement plan
- Apply continuous improvement
- Develop positive relationships
- Resolve issues and conflict
- Workplace mentoring
- Effective goal setting
- Lead diversity
- Effective delegation
- Effective presentations

THE LEADERS TOOLBOX



## Workshop

## Units of Competency

Workshop 1: <b>Prepare to lead</b>	BSBLDR411 Demonstrate leadership in the workplace BSBPEF402 Develop personal work priorities
Workshop 2: <b>Apply leadership communication skills</b>	BSBXCMM401 Apply communication strategies in the workplace BSBCMM412 Lead difficult conversations BSBLDR412 Communicate effectively as a workplace leader
Workshop 3: <b>Lead the team and develop relationships</b>	BSBLDR413 Lead effective workplace relationships BSBXTW401 Lead and facilitate a team BSBLDR414 Lead team effectiveness
Workshop 4: <b>Lead safety and environmental sustainability</b>	BSBWHS411 Implement and monitor WHS policies, procedures and programs BSBSUS411 Implement and monitor environmentally sustainable work practices
Workshop 5: <b>Implement continuous improvement and operational plans</b>	BSBSTTR402 Implement continuous improvement BSBOPS402 Coordinate business operational plans