Is your next step a leadership role? Then a BSB51915 Diploma of Leadership and Management offers leadership and management subjects to build essential leadership, operational and communication skills.

Develop your skills to lead a diverse team, learn modern operational planning techniques, plus the skills to coach, develop staff, set performance goals and resolve conflict.

With our support, you have every reason to complete your qualification quickly and get the job you dream of!

**BSB51915 | DIPLOMA OF LEADERSHIP & MANAGEMENT**

<table>
<thead>
<tr>
<th>ACCREDITATION</th>
<th>NATIONALLY RECOGNISED AND ACCREDITED</th>
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<tr>
<td>DURATION</td>
<td>12 MONTHS SELF-PACED</td>
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<td>COST</td>
<td>FEE FOR SERVICE : $3,950</td>
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<tr>
<td>DELIVERY METHOD</td>
<td>ONLINE, FULL TRAINER SUPPORT (email or phone)</td>
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BSB51915 Diploma of Leadership & Management is delivered fully online, online learning can be as demanding as classroom.

**TIPS FOR SUCCESSFUL ONLINE STUDY:**

- Make sure you have the appropriate IT equipment
- Connect with your trainer constantly
- Book yourself time during the week to study
- Set short term goals as objectives, stay organised,
- do not procrastinate, GET STARTED TODAY

**TRAINING SUPPORT NATIONAL TRAINING PROVIDES INCLUDES:**

- Fortnightly webinars, attend as many and as often as you want, all webinars are recorded and are available for later review.
- Monthly phone calls with your trainer
- Unlimited support via email or phone.

**AFTER ENROLMENT:**

- Start working on the first group of units. Units are grouped to create logical sequences and maximise learning opportunities. Units of competency are made available to students one group at the time.
- Participate in webinars, get in touch with your trainer as much as you need

The nominal duration of the qualification is 12 months. In order to complete within the nominal duration you should plan for around 14 hours of study each week, this is an indication and may vary according to your level of existing skills and knowledge.

**MANAGE PEOPLE and PROFESSIONAL DEVELOPMENT**

- **BSBWOR501** Manage personal work priorities and professional development
- **BSBLDR501** Develop and use emotional intelligence
- **BSBLDR502** Lead and manage effective workplace relationships
- **BSBWOR502** Lead and manage team effectiveness
- **BSBMGT502** Manage people performance

**MANAGE MEETINGS and CONFERENCES**

- **BSBADM502** Manage meetings
- **BSBADM503** Plan and manage conferences

**WHS and RECRUITMENT**

- **BSBWH501** Ensure a safe workplace
- **BSBHRM405** Support the recruitment, selection and induction of staff

**PLANS and BUDGETS**

- **BSBMGT517** Manage operational plan
- **BSBFIM501** Manage budgets and financial plans
- **BSBINM501** Manage an information or knowledge management system

**APPLY NOW**

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