



**Australian
College**
of Commerce & Management

Diploma of Leadership and Management

BSB50420

Taking your team's leadership skills
to the next level with advanced operational
and management skills



The  difference

- ✓ **Maximum Flexibility** - No set study times or off-site training.
- ✓ **All Materials Online** - designed to suit a wide range of learning styles.
- ✓ **Available 24/7** - via computer, tablet or mobile phone.
- ✓ **Proactive Student Advisers** - helping to drive progress.
- ✓ **Coaching and Ongoing Support** - it is part of our service.



Call ACCM today

1300 515 321

Foundation Skills

Effective leadership communication
Develop critical thinking for teams
Managing priorities & personal development
Leading difficult conversations

Specialty Skills

Building and managing strong teams
Operational and financial planning
Managing and leading effective meetings
Effective workplace/business relationship
Managing personnel performance

30 YEARS
of meeting employers' needs

✉ courses@accm.edu.au

🌐 www.accm.edu.au

RTO ID: 1441

DIPLOMA OF LEADERSHIP AND MANAGEMENT

BSB50420

COURSE DESCRIPTION:

The BSB50420 Diploma of Leadership and Management delivers a broad spectrum of Leadership and Management learning to help your staff develop their existing skills and prepare for a higher management role. Your staff will learn effective team management, quality operational planning techniques and effective people performance management.

SUBJECT	UNIT	CODE	DURATION (weeks)
Lead and Make Good Business Decisions	- Lead communication in the workplace - Develop critical thinking in others	BSBXCM501 BSBCRT511	8
Build an Effective and Motivated Team	- Lead and manage effective workplace relationships - Manage team effectiveness - Develop and use emotional intelligence - Communicate with influence	BSBLDR523 BSBTWK502 BSBPEF502 BSBCMM511	12
Managing for Improved Performance	- Manage people performance - Lead difficult conversations	BSBLDR522 BSBCMM412	6
Advanced Operational and Financial Planning	Manage business operational plans	BSBOPS502	11
Manage Personal and Professional Development	- Manage personal and professional development - Develop personal work priorities - Manage personal health and wellbeing	BSBPEF501 BSBPEF402 BSBPEF401	6
Manage and Chair Effective Meetings	Manage meetings	BSBTWK503	5

If you would like to discuss additional electives, please contact us.

FEES - BSB50420 DIPLOMA OF LEADERSHIP AND MANAGEMENT

STATE / TERRITORY	NEW ENTRANT TRAINEESHIPS	EXISTING WORKER TRAINEESHIPS	FULL FEE / EMPLOYER SPONSORED
New South Wales	\$0	\$5625	\$5625
Australian Capital Territory	\$350	\$350	\$5625
South Australia	\$5625	\$5625	\$5625
Tasmania	\$5625	\$5625	\$5625
QLD, WA, NT, VIC	\$5625	\$5625	\$5625

STATE SUBSIDY DECLARATIONS, AS APPLICABLE

New South Wales (NSW)

This training is subsidised by the NSW Government.

Tasmania (TAS)

Supported by the Tasmanian Government

Australian Capital Territory (ACT)

Australian Apprenticeships in the ACT are funded by the ACT and Australian Governments

South Australia (SA)



Supported by
**Government of
South Australia**

Visit www.skills.sa.gov.au for Participant Eligibility Criteria



NATIONALLY RECOGNISED
TRAINING