

## DO YOU

- ✓ Need a change?
- ✓ Like a challenge?
- ✓ Want to make a difference?

*If you answered YES to any of these questions, this is the course for you.*

Participants will:

- gain knowledge and skills in leadership and management
- be able to plan, design, apply and evaluate solutions to problems.
- show initiative and judgement in planning.
- develop and refine communication skills to support individuals and teams to meet organisational requirements.

**Face to face training by industry experts.**

**Resource materials provided.**

**Recognition of Prior Learning available.**



## Contact us

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[www.ctet.com.au](http://www.ctet.com.au)

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



**College of  
Transformation, Education  
and Training Pty Ltd**  
**RTO No. 88213**

**BSB50420 -  
DIPLOMA OF LEADERSHIP  
AND MANAGEMENT**



College of Transformation, Education & Training Pty Ltd

## **BSB50420 - DIPLOMA OF LEADERSHIP AND MANAGEMENT**

At the College of Transformation, Education and Training we offer a unique style of education delivery to cater for each student as an individual.

At CTET we are dedicated to providing bridges for students to employment and career advancement.

CTET offers a personal approach with flexible delivery mode, classroom training, mixed delivery, correspondence and workplace training.

Our trainers are industry experts and have extensive experience in the Community Sector. They are dedicated to delivering high quality education.



### **6 Core Units**

**BSBLDR523** - Lead and manage effective workplace relationships

**BSBOPS502** - Manage business operational plans

**BSBPEF502** - Develop and use emotional intelligence

**BSBCMM511** - Communicate with influence

**BSBCRT511** - Develop critical thinking in others

**BSBTWK502** - Manage team effectiveness



### **6 Elective Units**

**BSBCMM412** - Lead difficult conversations

**BSBHRM531** - Coordinate health and wellness programs

**BSBOPS504** - Manage business risk

**BSBSTR502** - Facilitate continuous improvement

**BSBWHS521** - Ensure a safe workplace for a work area

**BSBXCM501** - Lead communication in the workplace

### **Fees**

Tuition Fees for Traineeships New and Existing Workers. \$350.00 as of January 2024

#### **Payment Options**

Direct debit, Cash, Bank Cheque or Payment Plan