



Do you need a change?  
Do you like a challenge?  
Do you want to make a  
difference?

If you answer yes to any of these  
questions this is the course for you

- Participants will gain knowledge & skills in leadership and management
- Be able to plan, design, apply and evaluate solutions to problems
- Show initiative and judgement in planning
- Develop & refine communication skills to support individuals & teams to meet the organisational requirements
- Face to face training by industry experts
- Resource materials provided
- RPL available



## Contact us

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This training is subsidised  
by the NSW Government.  
Please phone to discuss  
eligibility.



College of  
Transformation, Education  
and Training Pty Ltd

RTO No. 88213

## Diploma of Leadership and Management BSB51918



# 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 work place training.

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



All training materials are provided

## 4 Core Units

BSBLDR511 Develop and Use Emotional Intelligence

BSBMGT517 Manage Operational Plan

BSBLDR502 Lead and Manage Effective Workplace Relationships

BSBWOR502 Lead and Manage Team Effectiveness



Version 4 August 2020

## 8 Elective Units

Choose from:

BSBCUS501 Manage Quality Customer Service

BSBHRM405 Support the Recruitment, Selection and Induction of Staff

BSBLDR504 Implement Diversity in the Workplace

BSBMGT502 Manage People Performance

BSBMGT516 Facilitate Continuous Improvement

BSBMGT520 Plan and Manage the Flexible Workforce

BSBRISK501 Manage Risk

BSBADM502 Manage Meetings

BSBHRM512 Develop and Manage Performance Management Processes

BSBINN501 Establish Systems that Support Innovation

BSBWRK520 Manage Employee Relations



Payment Options

Direct debit, Cash, Bank Cheque or Payment Plan