

LEARN TO LEAD TEAMS AND MANAGE PEOPLE

**EIGHTFOLD**

INSTITUTE OF AUSTRALIA

**BSB51918**

DIPLOMA OF LEADERSHIP AND MANAGEMENT



## ICT50615

### DIPLOMA OF WEBSITE DEVELOPMENT

Effective leaders and managers are like gold - hard to find, but extremely valuable. Whether they're promoting healthy workplace relationships or implementing processes to increase performance, quality leaders and managers are critical to overall business success.

BSB51918 Diploma of Leadership and Management course will equip you with the skills you need to excel in leadership and management roles across multiple industries. Learn how to inspire a team and increase productivity create your reputation as a driven and knowledgeable leader and manager.

### YOU WILL LEARN TO:

- ▲ Plan and direct staff workload
- ▲ Develop and implement operational strategies
- ▲ Promote effective workplace relationships and team cohesion
- ▲ Increase self and social-awareness and self-management in the workplace
- ▲ Foster innovative work practices
- ▲ Practice effective recruitment processes
- ▲ Adjust performance strategies as required
- ▲ Manage personal and work priorities effectively



## DIPLOMA OVERVIEW

The BSB51918 Diploma of Leadership and Management online will help you develop your emotional intelligence, foster positive workplace relationships and learn how to communicate with influence.

Learn successful strategies for performance management and optimisation, supporting recruitment, delivering financial plans and effectively implementing change management processes.

## BENEFITS OF OUR LEADERSHIP AND MANAGEMENT COURSE

- Develop practical business management skills to become a future leader.
- Discover how to manage yourself and others effectively.
- Get formal recognition of your leadership and management skills.
- Study to suit your lifestyle with flexible study options.
- Gain a nationally recognised management qualification that is respected by industry.



## BSB51918

# DIPLOMA OF LEADERSHIP AND MANAGEMENT

The BSB51918 Diploma of Leadership and Management is a nationally recognised qualification.

The official course duration is 12 months however you are able to complete as fast or as slow as you like depending on your existing skill level and how much time you are able to commit to your studies. Any extension beyond the official duration will be subject to extension terms, conditions and costs.

On successful completion of the Diploma you will have developed the skills to lead and manage effective teams and workplace relationships, develop and use emotional intelligence to increase self-awareness, self-management and social awareness in the workplace, implement effective recruitment processes and performance management to develop team cohesion and to foster innovative work practices, identify areas for improvement within a business and adjust performance strategies as required, manage personal work priorities and develop operational strategies to ensure the viability of the organisation.

Full details and course prices are available on [www.eightfold.edu.au](http://www.eightfold.edu.au)





## CAREER OPPORTUNITIES:

Entry level roles relevant to this qualification include:

- ▲ Team Leader
- ▲ Business Manager
- ▲ General Manager
- ▲ Operations Manager
- ▲ Customer Service Manager

## COURSE ACCREDITATION

This course is nationally recognised under the Australian Qualification Framework (AQF).

After you attain your Eightfold Institute of Australia BSB51918 Diploma of Leadership and Management, you will be eligible to apply for credit for other Diploma's, Bachelor Degrees and MBA's.

## COURSE DURATION

Your initial enrolment provides access to the course for 12 months, but you can complete faster than this if you wish.

Your actual completion time will vary depending on how much time you commit to your study and what knowledge you already have.



## SUBJECTS & COURSE STRUCTURE

STAGE 1	BSBWOR501	Manage personal work priorities and professional development
	BSBCUS501	Manage quality customer service
	BSBMGT517	Manage operational plan
STAGE 2	BSBLED501	Develop a workplace learning environment
	BSBADM502	Manage meetings
	BSBLDR511	Develop and use emotional intelligence
	BSBLDR513	Communicate with influence
STAGE 3	BSBLDR502	Lead and manage effective workplace relationships
	BSBWOR502	Lead and manage team effectiveness
	BSBHRM506	Manage recruitment, selection and induction processes
	BSBMGT502	Manage people performance
	BSBMGT516	Facilitate continuous improvement

## ASSESSMENT METHODS

As you progress through the units there will be opportunities for you to test your own learning by completing a number of general questions and activities, such as Multiple Choice and Short Answer Questions, Projects, Case Studies, Practical Tasks and Observations. At the end of each unit, you will be formally assessed by your Assessor.



## ENTRY REQUIREMENTS

There are no general entry requirements for this leadership and management course, however, you will need access to an internet-connected computer for the duration of your study. In order to succeed in our online qualifications, our students are required to:

- Be 18 years or older at the time of registration
- Demonstrate the required level of competency in English language, literacy and numeracy skills

The required level of competency in English language, literacy and numeracy skills for Diploma and Certificate IV qualifications is ACSF Level 3.

To ensure you have the ACSF skills necessary to commence study with us, you may be required to complete a language, literacy and numeracy test if English is not your first language and you do not hold any nationally recognised Australian qualifications.

While there is no formal prerequisite study required to enter this qualification, it is beneficial for students to have some relevant industry experience to assist with the learning application required for this course.

## MODE OF DELIVERY

The course is delivered **online**.

The program is delivered online however support is provided via live online sessions. These “virtual” classrooms and chat sessions provide direct regular access to industry experts and other students. Attendance at live sessions is usually optional but strongly recommended.

## RECOGNITION OF PRIOR LEARNING

Your work and life experiences are valuable. So valuable, in fact, they may reduce the time and cost for you to attain a qualification.

If you have existing skills and knowledge you may be able to undertake Assessment Only for some or all of the subjects. This means you just do the assessments for those subjects without any study. The fee will vary depending on which subjects you require access to so please contact the team for more details.

## HOW DO I ENROL?

The enrolment process is easy. You can enrol by:

Email: [info@eightfold.edu.au](mailto:info@eightfold.edu.au)

Enrolment form: [www.eightfold.edu.au/diploma-enquiry](http://www.eightfold.edu.au/diploma-enquiry)

You will be required to provide completed documentation and Identification before commencement of the course, in order to finalise your enrolment. Depending on your circumstances you may also be required to supply copies of previous qualification, or complete a Core Skills assessment to ensure the course is suitable for you.



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## ENROL TODAY

Contact us now for the diploma courses by filling the enquiry form.

**ENQUIRY FORM**



1300 184 007



[info@eightfold.edu.au](mailto:info@eightfold.edu.au)



[www.eightfold.edu.au](http://www.eightfold.edu.au)

Version 3.0 04/05/2018. Correct at the time of publication but subject to change. Setting  
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