

Certificate IV in

Leadership and Management

BSB40520



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BSB40520 - Certificate IV in Leadership and Management

Duration: 30 Weeks

Qualification Overview

This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts.

As well as assuming responsibility for their own performance, individuals at this level are likely to provide leadership, guidance and support to others. They may also have some responsibility for organising and monitoring the output of teams.

They apply solutions to a defined range of predictable and unpredictable problems, and analyse and evaluate information from a variety of sources.

Course & Structure

The course is delivered over 2 days per week and is made up of the following 12 units:

- BSBLDR411** - Demonstrate leadership in the workplace
- BSBXCM401** - Apply communication strategies in the workplace
- BSBOPS404** - Implement customer service strategies
- BSBOPS402** - Coordinate business operational plans
- BSBLDR413** - Lead effective workplace relationships
- BSBXTW401** - Lead and facilitate a team
- BSBSUS511** - Develop workplace policies and procedures for sustainability
- BSBSTR401** - Promote innovation in team environments
- BSBPMG30** - Undertake Project Work
- BSBPEF402** - Develop personal work priorities
- BSBTWK502** - Manage team effectiveness
- BSBLDR412** - Communicate effectively as a workplace leader