



# Broome DIPLOMA of LEADERSHIP & MANAGEMENT

## BROOME DATES

- Monday 8th August 2016  
BSBLDR501 Develop & Use Emotional Intelligence
- Tuesday 9th August 2016  
BSBLDR502 Lead & Manage Effective Workplace Relationships
- Wednesday 10th August 2016  
BSBHRM506 Manage the Recruitment Selection & Induction of Staff
- Thursday 11th August 2016  
Support Day
  
- Monday 31st October 2016  
BSBCUS501 Manage Quality Customer Service
- Tuesday 1st November 2016  
BSBMGT517 Manage Operational Plan
- Wednesday 2nd November 2016  
BSBR501 Manage Risk
  
- Monday 30th January 2017  
BSBHRM513 Manage Workforce Planning
- Tuesday 31st January 2017  
BSBWOR502 Lead & Manage Team Effectiveness
- Wednesday 1st February 2017  
BSBWOR501 Manage Personal Work Priorities & Professional Development
- Thursday 2nd February 2017  
Support Day
  
- Monday 8th May 2017  
BSBMGT502 Manage People Performance
- Tuesday 9th May 2017  
BSBADM502 Manage Meetings
- Wednesday 10th May 2017  
BSBPMG522 Undertake Project Work
- Thursday 11th May 2017  
Support Day

## ABOUT THE PROGRAM

The BSB51915 Diploma of Leadership & Management is a Nationally Accredited Course which provides graduates with the skills and knowledge required to practical skills and experience in leadership and management across a range of enterprise and industry contexts.

Graduates of the Diploma of Leadership & Management will display initiative and judgement in planning, organising, implementing and monitoring their own workload and the work load of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

Graduates will plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

## WHO SHOULD DO THIS QUALIFICATION?

The Diploma of Leadership & Management reflects the role of individuals who are engaged to manage the work of others or to add value to or review management practices. Their role may be in any industry or organisational setting.

The Diploma of Leadership & Management requires a sound theoretical knowledge base and managerial competencies to plan, carry out and evaluate own work and/or the work of a team.

## QUALIFICATION CERTIFICATION

Upon successful completion of this course you will receive the nationally recognised Diploma of Leadership & Management (BSB51915).

Students who do not complete all units will be eligible for a Statement of Attainment in partial completion of the Diploma.

## FOLLOWING COMPLETION

Graduates will be ready to use their skills and knowledge in a management role or choose to undertake the BSB51915 Advanced Diploma of Leadership & Management or a range of other Advanced Diploma qualifications.



## DELIVERY METHODS

### Facilitated Workshops

Experienced industry professionals use all the principles of adult learning to deliver interesting and innovative training leaving participants motivated and enthused to use the new tools and techniques in their working environment.

The full program can include:

- Supervisor and participant induction
- Facilitated workshops
- Ongoing evaluation of program (including pre and post measurement of competency to provide a return on investment measurement)
- Celebration of success

Please visit our website [www.pivot.edu.au](http://www.pivot.edu.au) for workshop dates.

### Online / Distance Delivery

Here at The Pivot Institute we are leaders in the field with our own Pivot Online Learning System (POLS) which provides participants with all content and resources and online classroom opportunities to cover the content in the Diploma. We support online learning by also providing quality print based resources and significant ongoing support and contact.

### Distance-based Delivery

Self-paced workbooks are provided together with regular facilitator contact.

## LEARNING RESOURCES

All learning resources are provided. These include:

- Quality learning resources for each unit of competency
- Access to POLS to provide useful articles and templates and support for participants regardless of their chosen delivery method
- Ongoing facilitator support
- Relevant handouts and journal articles
- Program material can be customised and branded for your own organisation

## RECOGNITION OF PRIOR LEARNING

RPL is an assessment process that enables an applicant to gain recognition of skills and knowledge regardless of how they were achieved. This may include formal or informal learning, work experience, or general life experience. Where RPL is granted you do not have to participate in further training and assessment for skills and knowledge that you already possess.

For more information on RPL please contact us at The Pivot Institute

## ASSESSMENT METHODS

The Pivot Institute assessments are aimed at adding value to the individual and their organisation. Assessment with The Pivot Institute is true to the units of competency, but is tailored to the needs of the individual and the organisation. This means that where possible we ensure that the assessment fits into what you are doing in your workplace as part of your daily workplace activities. The result is assessment that is meaningful and valuable to both the participant and the organisation.

## HOW LONG WILL IT TAKE?

The following is a guide outlining the approximate time it will take to complete the Diploma of Management, depending on the time commitment you are able to manage:

Study Hours Per Week	Estimated Time to Complete
23	6 months
11	1 year
7.5	1.5 years
6	2 years

For further information, please contact:

THE PIVOT INSTITUTE

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