

Future Leaders Program Goldfields

Certificate IV in Leadership & Management



The Future Leaders Program combines the study of a Certificate IV in Leadership & Management through Central Regional TAFE with a mentorship program and monthly business workshops designed to complement your learning. The TAFE lectures will take place on the first Tuesday of each month and the workshops on the third Tuesday of each month.

The Certificate IV in Leadership & Management component of the program is summarised below.

Find out what makes a great leader and take those skills to upper management anywhere.

What does a manager of the future look like? There is a shift in the stereotypes we often hear with the title 'Manager', and research shows that the world is moving towards a more human-centered approach to leadership. So what do managers of the future look like in practice? What is their management style? This course covers the principles you need to learn to succeed in management.

You will learn how to lead effectively by analysing your own leadership style, learn how to enthuse, encourage and lead and many other emotional intelligence skills. You will gain many everyday skills such as setting work priorities and implementing operational plans, innovating and leading teamwork.

This qualification is ideally suited to:

- Upcoming managers or team leaders who want to develop high level management skills to succeed in their position
- Entrepreneurs to enhance people skills at start of developing their visions.
- Junior staff who wish to gain strong baseline leadership skills
- Experienced staff who wish to fine-tune their management skills

This qualification provides participants with the skills needed to always put their best self forward and work as effective leaders in their field.

Entrance requirements

- School Leaver Non-School Leaver AQF
- C Grades in Year 11 WACE General
- English, and OLNA; or NAPLAN 9
- Band 8
- C Grades in Year 11 English and
- Maths or equivalent
- Certificate II or
- Certificate III

Job opportunities include:

- Supervisor
- Team Leader
- Sales Team Coordinator
- Office Manager
- Leading Hand

For more information about job and career pathways, visit JobOutlook or Jobs and Skills WA

Please note: This list is a guide only as job titles and qualification requirements may vary between organisations.

For an application form or more information about the Program, please visit:

<https://www.rdage.com.au/aboutus/projects/future-leaders-program-goldfields/>

Jenny Gleeson

Program Coordinator

Mobile: 0433 884 847

Email: FLPgoldfields@rdage.com.au

Or contact RDAGE on 9091 6051



Future Leaders Program Goldfields

Units



To achieve the Certificate IV in Leadership and Management, students must successfully complete a total of twelve (12) units of competency as listed below.

Apply business risk management processes

This unit describes the skills and knowledge required to identify business risks and apply established risk management processes to operations that are within the responsibilities and obligations of the work role.

BSBOPS403

Make a presentation

This unit covers the skills and knowledge required to prepare, deliver and review a presentation to a target audience.

BSBCMM411

Apply communication strategies in the workplace

This unit describes the skills and knowledge required to facilitate and apply communication strategies in the workplace within any industry.

BSBXC401

Lead effective workplace relations

This unit describes the skills, knowledge and outcomes required to use leadership to promote team cohesion. It includes motivating, mentoring, coaching and developing the team and forming the bridge between the management of the organisation and team members.

BSBLDR413

Demonstrate leadership in the workplace

This unit describes the skills and knowledge required to lead teams and individuals by modelling high standards of conduct to reflect the organisation's standards and values.

BSBLDR411

Develop personal work priorities

This unit describes the knowledge and skills required to plan and prioritise own work tasks. It also addresses the skills and knowledge to monitor and obtain feedback on personal work performance.

BSBPEF402

Communicate effectively as a workplace leader

This unit describes the skills and knowledge required to communicate effectively as a workplace leader, including understanding the context, choosing methods of communication to suit the audience, and following up.

BSBLDR412

Lead difficult conversations

This unit describes the skills and knowledge required to prepare, facilitate and lead difficult conversations.

BSBCMM412

Write complex texts

This unit describes the skills and knowledge required to plan, draft and finalise complex documents.

BSBWRT411

Lead and facilitate a team

This unit describes the skills and knowledge required to effectively lead and facilitate a team in a workplace within any industry. This unit has a specific focus on the teamwork skills required for team leader or supervisor level (depending on organisational structure) workers with responsibility for others or teams

BSBXTW401

Manage personal health and well being

This unit describes the skills and knowledge required to identify signs and sources of strain on personal health and wellbeing (both physical and mental) within job roles and according to key performance indicators (KPIs).

BSBPEF401

Coordinate business operational plan

This unit describes the skills and knowledge required to implement operational plans by planning and acquiring resources, monitoring and adjusting operational performance and providing reports on performance, as required.

BSBOPS402