



# *Future Leaders Program Goldfields*

## **Certificate IV in Leadership and Management**



# *Program*

- 12 Units of competency
- Monthly face to face lecture / facilitation sessions
- 3 Units delivered and assignments set every 2 months
- Assignments given and due dates set at lecture sessions
- Facilitation sessions to provide guidance and study advice



# ***12 Units of Competency***

- BSBOPS403 Apply business risk management processes
- BSBWRT411 Write complex texts
- BSBCMM411 Make a presentation
- BSBCMM412 Lead difficult conversations
- BSBXCM401 Apply communication strategies in the workplace
- BSBLDR412 Communicate effectively as a workplace leader
- BSBLDR413 Lead effective workplace relationships
- BSBXTW401 Lead and facilitate a team
- BSBLDR411 Demonstrate leadership in the workplace
- BSBPEF401 Manage personal health and wellbeing
- BSBPEF402 Develop personal work priorities
- BSBOPS401 Coordinate business operational plans



# *Study*

- Student guide provided for each unit at lecture sessions (x 3 each time)
- Online research and work in your own time
- Templates, scenarios, activity guides and case studies
- Intensity – Will require you to be able to set aside quality time to complete each units assessments / assignments
- Lecturer will conduct lecture and facilitation sessions
- Lecturer will be available throughout for questions and queries regarding assignments and study progress



# ***Assessments / Assignments***

- Projects
- Question Assessments
- Role play activities
- Requirements
  - Detailed and as per instructions
  - Logical and sequenced
  - Your own work
- Due dates
- Assignment agreements



# Questions