BSB40520

# Certificate IV in Leadership and Management









# This course is designed to help you to get ahead!

When you complete the Certificate IV in Leadership and Management, you'll have the confidence and specialised skills to manage people and resources to ensure timely business outcomes.

This qualification has a core focus in workplace relationships and leading and facilitating a team.

You will develop specialised knowledge which includes communicating effectively as a workplace leader, implementing operational plans, and leading effective workplace relationships.

Successfully completing this program will provide you with technical skills that can be applied to many management and leadership roles.

Contact us on (07) 5334 9922 or training@looknowtraining.edu.au





#### **DURATION**

12 months



START DATE: Anytime

#### Study Online

This qualification is delivered online via our online learning system.

Students require access to a computer, the internet, Microsoft Office or similar program and also to download Microsoft Teams (free app).

#### Supported Study

Choosing to study online does not mean studying alone.

You will receive guidance from your dedicated trainer, along with support staff committed to ensuring your success. From learning how to navigate your online classroom to providing assessment support, our team will provide the help you need.

Our online learning system guides you through each unit of your course. It's intuitive and easy to use. Once enrolled, you can familiarise yourself with the online system by watching a guided tour. If you ever do feel a little confused, our support staff can assist.

Additionally, students will have access to:

- st 30 min coaching session for each unit (Teams 365)
- » 30 min practical session (Teams 365).
- » Email Support within 24 hours
- » Phone Support within working hours (pre-arranged appointment)



# Units

You are required to complete 12 units (5 core units plus 7 elective units) as per the standard course outline below.\*

CORE	
BSBLDR411	Demonstrate leadership in the workplace
BSBLDR413	Lead effective workplace relationships
BSBOPS402	Coordinate business operational plan
BSBXCM401	Apply communication strategies in the workplace
BSBXTW401	Lead and facilitate a team

ELECTIVE	
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBLDR412	Communicate effectively as a workplace leader
BSBLDR414	Lead team effectiveness
BSBPEF402	Develop personal work priorities
BSBSTR401	Promote innovation in team environments
BSBWRT411	Write complex documents
BSBTWK401	Build and maintain business relationships

<sup>\*</sup> Electives subject to change.

# **Entry Requirements**

There are no entry requirements to this qualification.

Prior to enrolling your proficiency in language, literacy and numeracy will be assessed to determine any support requirements.

### **Course Price**

\$2850

## **Payment Options**

We have a variety of payment plans to suit all budgets including fortnightly or monthly credit card payments over the course duration.

Please contact us to discuss your options.

Please note: Once you have completed your studies, fees must be paid in full prior to Look Now Training issuing your Statement of Attainment.





# **How to Enrol:**

Applications for this course can be made by contacting Look Now Training:

(07) 5334 9922

training@looknowtraining.edu.au

looknow.edu.au

NATIONALLY RECOGNISED TRAINING.



