

BSB40520

# Certificate IV in Leadership and Management

COURSE INFORMATION

STUDY  
ONLINE!

## **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](mailto:training@looknowtraining.edu.au)**







## 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

\* 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](mailto:training@looknowtraining.edu.au)

[looknow.edu.au](http://looknow.edu.au)

***NATIONALLY RECOGNISED TRAINING.***