



Course outline

*BSB42015 Certificate IV in Leadership
and Management*

*BSB51918 Diploma of Leadership and
Management*

*BSB61015 Advanced Diploma of
Leadership and Management*



- planning for contingencies

Self-management

- applying discretion and judgement within complex environments
- managing own time and performance
- using judgement in planning and in the selection and allocation of resources
- working within organisational policies and procedures and legislative requirements

Learning

- coaching and mentoring others to acquire new knowledge and skills
- providing learning and development opportunities

Technology

- creating presentations using a range of media
- using computerised systems, software and telecommunication devices
- using technology to assist with the management of information and to assist the planning process
- using technology to record and generate ideas