



BSB40520 Certificate IV in Leadership and Management



Give your leaders the tools they need to effectively lead others and achieve your organisation's objectives in this practical, proven and nationally recognised program.



Ph 1300 986 125 | www.triple0solutions.com.au

Delivering RTO Triple O Solutions RTO 70217



TRANSTEGIC

IMPROVING WORKFORCE CAPABILITIES

www.transtegic.com

v1.1 © Transtegic

WHO IS IT FOR?

People who work in leadership roles including supervisors, managers, leading hands, team leaders, and coordinators.

The program is also ideal for emerging leaders to prepare them to transition into leadership roles.

OUTCOMES

- ✓ The skills, knowledge (the tools) and the confidence to be a good leader
- ✓ A nationally recognised qualification

LEADERSHIP TOOLS

SUPPLIED:

- Time management
- Effective communication
- Lead difficult conversations
- Make informed decisions
- Manage underperformance and misconduct
- Lead safety and environmental sustainability
- Implement team improvement plan
- Apply continuous improvement
- Develop positive relationships
- Resolve issues and conflict
- Workplace mentoring
- Effective goal setting
- Lead diversity
- Effective delegation
- Effective presentations

THE LEADERS TOOLBOX



OUR APPROACH

Leaders attend five two-day training workshops to learn and practice the leadership tools. There is approximately six-weeks between each workshop to enable leaders to go back and apply these skills in the workplace.

Workshop	Units of Competency
Workshop 1: Prepare to lead	BSBLDR411 Demonstrate leadership in the workplace BSBPEF402 Develop personal work priorities
Workshop 2: Apply leadership communication skills	BSBXCM401 Apply communication strategies in the workplace BSBCMM412 Lead difficult conversations BSBLDR412 Communicate effectively as a workplace leader
Workshop 3: Lead the team and develop relationships	BSBLDR413 Lead effective workplace relationships BSBXTW401 Lead and facilitate a team BSBLDR414 Lead team effectiveness
Workshop 4: Lead safety and environmental sustainability	BSBWHS411 Implement and monitor WHS policies, procedures and programs BSBSUS411 Implement and monitor environmentally sustainable work practices
Workshop 5: Implement continuous improvement and operational plans	BSBSTR402 Implement continuous improvement BSBOPS402 Coordinate business operational plans