



**Australian  
College**  
of Commerce & Management  
RTO ID: 1441

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**1300 515 321**

# Certificate IV in Business (Leadership)

## BSB40120

*A strong leadership focus will help your valued staff member further develop their business and management skills*

the  
**ACCM**  
difference

*ACCM College's online program reflects over 25 years of meeting our employers' needs.*

- **No extra fees!** All services included in the enrolment fee.
- **Maximum flexibility** - No set study times or off-site training, set weekly training commitments around your daily operations.
- **Suitable for full time or part time employees.**
- **All materials online** - designed to suit a wide range of learning styles. Available 24/7 via computer, tablet or mobile phone.
- **Proactive Student Advisers** - helping to drive progress.
- **Coaching and ongoing support** is part of our service.
- **Real time progress visibility** - check your staff's progress, timetable and results 24/7 via our online Employer Dashboard.

[www.accm.edu.au](http://www.accm.edu.au)

## Foundation Skills

- Effective leadership communication
- Critical thinking in the workplace
- Managing priorities and personal development
- WHS workplace obligations

## Specialty Skills

- Building and leading strong teams
- Staff training and development
- Developing business relationships
- Effective workplace/business relationship
- Strong professional writing skills



*To see enrolment fees for your region, please click or scan the QR code*

[courses@accm.edu.au](mailto:courses@accm.edu.au)

# CERTIFICATE IV IN BUSINESS (LEADERSHIP)

BSB40120

## COURSE DESCRIPTION:

Develop your staffs' existing Leadership and Business skills with the BSB40120 Certificate IV in Business (Leadership). This qualification will deliver the necessary customer service management and team building, management and relationship skills to be successful in your industry.

SUBJECT	UNIT	CODE	DURATION (weeks)
Manage Personal and Professional Development	• Manage personal health and wellbeing	BSBPEF401	5
	• Develop personal work priorities	BSBPEF402	
	• Manage personal and professional development	BSBPEF501	
Making and Communicating Good Business Decisions	• Apply critical thinking to work practices	BSBCRT411	6
	• Use digital technologies to collaborate in a work environment	BSBTEC404	
	• Apply communication strategies in the workplace	BSBXCM401	
Building Strong Business Relationships	• Build and maintain business relationships	BSBTWK401	4
Develop Strong Business Writing Skills	• Write complex documents	BSBWRT411	8
Implementing Effective Safety Procedures	• Implement and monitor WHS policies, procedures and programs	BSBWHS411	8
Exercising Good Leadership	• Demonstrate leadership in the workplace	BSBLDR411	6
Support Team Training and Development	• Support the learning and development of teams and individuals	BSBHRM413	5
Building Effective Teams	• Lead and facilitate a team	BSBXTW401	7

*If you would like to discuss additional electives, please contact us.*