



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

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1300 515 321

Certificate IV in Leadership and Management

BSB40520

Develop critical skills in hands-on Leadership, Team Building and Operational Management for your staff

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.

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Foundation Skills

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

Specialty Skills

- Building and leading strong teams
- Developing operational/business plans
- Strong customer service strategies
- Effective workplace/business relationships



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

courses@accm.edu.au

CERTIFICATE IV IN LEADERSHIP & MANAGEMENT

BSB40520

COURSE DESCRIPTION:

The BSB40520 Certificate IV in Leadership and Management offers leadership subjects to build essential leadership, prioritising, planning and communication skills. Designed for both new and existing leaders, this dynamic course will drive strong results for your organisation.

SUBJECT	UNIT	CODE	DURATION (weeks)
Building Effective Teams	• Lead team effectiveness	BSBLDR414	8
	• Lead and facilitate a team	BSBXTW401	
	• Communicate effectively as a workplace leader	BSBLDR412	
	• Lead effective workplace relationships	BSBLDR413	
Making and Communicating	• Apply critical thinking to work practices	BSBCRT411	7
Good Business Decisions	• Use digital technologies to collaborate in a work environment	BSBTEC404	
	• Apply communication strategies in the workplace	BSBXCM401	
Maximising Team Outcomes and Performance	• Coordinate business operational plans	BSBOPS402	7
Exercising Good Leadership	• Demonstrate leadership in the workplace	BSBLDR411	6
Manage Work Priorities and Personal Development	• Lead personal development	BSBPEF403	4
	• Develop personal work priorities	BSBPEF402	
	• Manage personal health and wellbeing	BSBPEF401	
Implementing Effective Safety Procedures	• Implement and monitor WHS policies, procedures and programs	BSBWHS411	8
Building Strong Customer Relationships	• Implement customer service strategies	BSBOPS404	8
	• Build and maintain business relationships	BSBTWK401	

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