



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

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# Diploma of Leadership and Management

## BSB50420

*Taking your team's leadership skills to the next level with advanced operational and management skills*

the  
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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.
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- **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
- Develop critical thinking for teams
- Managing priorities & personal development
- Leading difficult conversations

## Specialty Skills

- Building and managing strong teams
- Operational and financial planning
- Managing and leading effective meetings
- Effective workplace/business relationship
- Managing personnel performance



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

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

# DIPLOMA OF LEADERSHIP AND MANAGEMENT

BSB50420

## COURSE DESCRIPTION:

The BSB50420 Diploma of Leadership and Management delivers a broad spectrum of Leadership and Management learning to help your staff develop their existing skills and prepare for a higher management role. Your staff will learn effective team management, quality operational planning techniques and effective people performance management.

| SUBJECT                                      | UNIT  | CODE   | DURATION (weeks) |
|--|---|--|------------------|
| Lead and Make Good Business Decisions        | <ul style="list-style-type: none"><li>Lead communication in the workplace</li><li>Develop critical thinking in others</li></ul>   | BSBXC501<br>BSBCRT511                            | 8                |
| Build an Effective and Motivated Team        | <ul style="list-style-type: none"><li>Lead and manage effective workplace relationships</li><li>Manage team effectiveness</li><li>Develop and use emotional intelligence</li><li>Communicate with influence</li></ul> | BSBLDR523<br>BSBTWK502<br>BSBPEF502<br>BSBCMM511 | 12               |
| Managing for Improved Performance            | <ul style="list-style-type: none"><li>Manage people performance</li><li>Lead difficult conversations</li></ul>  | BSBLDR522<br>BSBCMM412                           | 6                |
| Advanced Operational and Financial Planning  | <ul style="list-style-type: none"><li>Manage business operational plans</li></ul>   | BSBOPS502  | 11               |
| Manage Personal and Professional Development | <ul style="list-style-type: none"><li>Manage personal and professional development</li><li>Develop personal work priorities</li><li>Manage personal health and wellbeing</li></ul>                                    | BSBPEF501<br>BSBPEF402<br>BSBPEF401              | 6                |
| Manage and Chair Effective Meetings          | <ul style="list-style-type: none"><li>Manage meetings</li></ul>   | BSBTWK503  | 5                |

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