

# Certificate IV

## Leadership and Management

### Combined Team Services

RTO Provider No 50995

### Cert IV Leadership and Management

By studying the Certificate IV in Leadership and Management you will gain the knowledge and skills that a developing or existing frontline manager requires. This course provides the individual with the skills to effectively performance manage others, apply their interpersonal skills and lead a team to success. This qualification is available as a traineeship so state and federal incentives may be available.

### Course Details and Duration

Delivered via flexible learning with 12 units for completion. In class workshops available for some units. 12 months to complete all units (up to 36 months for a traineeship). Manager (Level 4) available via a training contract. CTS can adjust the training to suit the individual's need and their workplace.

### Methods of Delivery

Complete all units via a training contract on the job.

Attend our 2-day "Fundamentals of Effective Team Leadership" to get you started on 2 core units then complete the remaining units via flexible learning.

Attend our 3-day "Core Leadership Skills" to start on the 5 core units followed by completion or remaining units via flexible learning.

Complete via mixture of flexible learning and classroom learning with ongoing support from CTS trainers or complete entirely on a flexible basis.

Recognition of Prior Learning (RPL) available.



### Fees – (Fee for Service) 2021

Tuition Fees: \$350 per unit

Resource Fees: \$22.00 per unit

Credit Transfer: \$0.00

*The Student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as student service and resource fees.*

A full breakdown of fees will be provided prior to commencement once unit selections have been made.

### Typical Learning Objectives

- Develop key skills needed to lead teams and individuals
- Apply continuous improvement systems and processes
- Review organisational safety and risk management drivers
- Create an innovative work team environment
- Ensure operational effectiveness
- Align work priorities with organisational objectives

## Core Units

BSBLDR411 Demonstrate leadership in the workplace  
BBLDR413 Lead effective workplace relationships  
BSBOPS402 Coordinate business operational plans  
BSBXCM401 Apply communication strategies in the workplace  
BSBXTW401 Lead and facilitate a team

Before you enrol, please read our student handbook and browse our site to find out more about the training and development solutions we offer. We want to make sure you choose the right course for you.

Once you have made your decision, or if you need help to decide; email, phone or complete an enquiry form and we will contact you to discuss your study options. If you want to register for one of our courses, you can use our online booking form.

### It's easy to enrol!

We do our very best for all our clients and always try to improve the employability of everyone we deal with.

## Group A Electives (minimum of 4 units)

BSBMM412 Lead difficult conversations  
BSBCRT411 Apply critical thinking to work priorities  
BSBLDR412 Communicate effectively as a workplace leader  
BSBLDR414 Lead team effectiveness  
BSBOPS403 Apply business risk management processes  
BSBPEF402 Develop personal work priorities  
BSBSTR401 Promote innovation in a team environment  
BSBSTR502 Facilitate continuous improvement  
BSBWHS411 Implement and monitor WHS policies, procedures and programs

### Plus choose any 3 units from this list

BSBPEF502 Develop and use emotional intelligence  
BSBPMG430 Undertake project work  
BSBWRT411 Write complex documents

*All candidates have the full support of our resources and trainer who will be in regular contact via phone, email, skype or face to face scheduled appointments for coaching and support.*

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**COMBINED TEAM SERVICES**  
CUSTOM **TRAINING** SOLUTIONS