



COURSE GUIDE

DIPLOMA OF LEADERSHIP AND MANAGEMENT (BSB51918)

GAIN A NATIONALLY RECOGNISED
QUALIFICATION WHILE COMPLETING
A TRANSFORMATIONAL LEADERSHIP
DEVELOPMENT PROGRAM.

RTO 1373



YWCA
CANBERRA





SHE LEADS DIPLOMA COURSE GUIDE

JUNE 2019

STUDY WITH YWCA CANBERRA – WHAT'S THE DIFFERENCE?

The Diploma is at the cutting edge of women's leadership development. It applies a framework of developing participants' cognitive capabilities and emotional intelligence (knowing), practical leadership skills (doing), and leadership identity (being).

The Diploma is more than just a leadership course. In addition to developing your theoretical and practical understanding of leadership, the course also explicitly acknowledges and addresses the perspectives, challenges, and opportunities of women in leadership.

Throughout the Diploma, participants will have the opportunity to explore and refine their leadership identity, and reflect on their experiences, strengths, values, and vision for the future. Through this process, participants will learn how to become authentic and effective leaders.

Participants will work together in class discussions and on team assignments. This support network of peers from a range of different roles, organisations and industries is invaluable as participants navigate the next steps in their careers.

Another unique feature of the Diploma is the regular panel discussion sessions, which feature a range of inspiring Canberra women who share their personal leadership stories and perspectives.

WHO ENROLS IN THE DIPLOMA?

The Diploma is aimed at women who have a minimum of two years' work experience and who are:

- Early career - approaching or recently established in their first management role,
- Mid-career - already in a management role but have not done formal training and want to consolidate skills,
- At a transition point in their career and seeking a formal qualification to improve their career prospects for the future

WHAT DOES THE TRAINING COST?

YWCA Canberra Education and Training fees schedule outlines how YWCA Canberra Education and Training fees and charges are collected for the delivery of our training and assessment services. We offer training as Fee For Service and via Government Funding.

For a copy of our fee schedule please visit our website, www.ywca-canberra.org.au

WHAT ARE THE ENTRY REQUIREMENTS

This course is aimed at individuals who wish to further develop the leadership skills, it is recommend that participants have completed a business studies qualification at the Certificate IV level or above, or who have a minimum of two years' work experience which has included people and/or project management responsibilities.

As the course is at a Diploma level individuals will need a high level of language literacy and numerous (LLN) skills to complete the course. To demonstrate their LLN ability, completion of a Diploma level qualification or higher from an Australian RTO or university is required. If you do not currently hold a Diploma or higher qualification please contact the Leadership Programs Manager to discuss further, you may need to complete a Language, Literacy and Numeracy (LLN) assessment prior acceptance of your application. This will ensure that you have the required skills to successfully complete the qualification and we are able to determine what, if any, additional support you may require.

IS THIS QUALIFICATION NATIONALLY RECOGNISED?

Yes. Successful completion of the course will lead to the award of a nationally recognised qualification, BSB51918 Diploma Leadership and Management YWCA Canberra is an accredited Registered Training Organisation (RTO 1373) and is continually reviewed to ensure compliance with legislative and regulatory requirements, which ensures consistent high quality training and assessment.

HOW LONG WILL IT TAKE TO COMPLETE THE DIPLOMA?

The twelve month course consists of eleven workshops. This format provides you with the opportunity to consolidate your learning in your workplace, and also complete assignment tasks.

In addition to the face-to-face workshops, participants will need to spend five to ten hours per week on readings, assignments items and personal reflective exercises.

HOW WILL I BE ASSESSED?

Assessments are designed to build on the knowledge and skills gained in the classes. A number of assessment methods are used, including case studies, role play, discussions, presentations, projects, and written tasks.

Each workshop will include exercises and discussions, where the assessor will observe your interaction and participation. In addition to in class exercises, assessment items will need to be completed outside of class time and submitted and assessed to cover each of the workshops topics.

HOW WILL WE SUPPORT YOU?

You will have access to an online platform for messaging and file sharing, and support between classes from the coordinator/assessor, mentors and other students.

Each of the workshops are accompanied by training materials complete with notes, PowerPoint slides, resources, and details of assessment tasks.

A mentoring session is an optional day, where participants are provided with the opportunity to work on assessments, and seek more information and feedback on assessment items and other work they may be completing.



WHAT WE EXPECT FROM YOU?

Each workshop has some pre-class reading, individual tasks and group activities. We expect that you will attend each workshop, and actively participate, support, encourage, and share ideas with your peers.

WHAT IF I AM AN EXISTING MANAGER, CAN I GET RECOGNITION OF PRIOR LEARNING (RPL) OR RECOGNITION OF CURRENT COMPETENCIES (RCC)?

Definitely. If you have 5 years management experience and currently work in a management role, our Recognition of Prior Learning (RPL) solution for existing managers is a popular option.

Please contact the YWCA Canberra Training Unit for information about how to apply for RPL / RCC. Please note that a fee may apply.

Due to the nature of this course it is recommended that individuals who undertake the course via RPL/ RCC attend all sessions as the course involves peer support activities and expert panel sessions, these activities and sessions will acknowledge and address the perspectives, challenges and opportunities of women in leadership and help to broaden networks.

WHO WILL THE FACILITATORS BE?

Our experienced facilitators are leading experts in their fields. Students will also have the chance to learn from distinguished women leaders through discussions during panel sessions.

COURSE CONTENT

UNDERSTANDING LEADERSHIP (TWO WORKSHOPS)

BSBWOR501: MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

The course begins by looking at women's leadership from an historical, political, societal, and industrial perspective.

We consider the questions 'what is leadership?' and 'what makes an effective leader?' We will explore values-based leadership and how it contrasts with traditional leadership styles, theories and models, giving you the chance to consider your current approach to leadership.

During these sessions you will also consider ways you can achieve your goals and achieve work/life integration through understanding your personal strengths and values, developing positive habits, and managing priorities and commitments.

You will explore the leadership/management paradigm and begin your own leadership journey by starting your individual Professional Development Plan and self-reflection practice.

EMOTIONAL INTELLIGENCE AND COMMUNICATION (TWO WORKSHOPS)

BSBLDR511: DEVELOP AND USE EMOTIONAL INTELLIGENCE

BSBLDR513: COMMUNICATE WITH INFLUENCE, BSBADM502: MANAGE MEETINGS

These workshops offer you the opportunity to develop your emotional intelligence and communication skills, and to consider how your approach shapes your interactions and results.

Over the two workshops, we will look at communication objectives, styles and approaches and consider how gender impacts communication. We will also introduce a range of practical tools for undertaking communication, including difficult conversations, negotiations, and meetings.

We will consider written communication, verbal communication, and body language, with opportunities to discuss and practice strategies for increasing your influence and persuasiveness.

INTRODUCTION TO BUSINESS PLANNING (OPERATIONAL MANAGEMENT) (ONE WORKSHOP)

BSBMGT517: MANAGE OPERATIONAL PLAN

Here we will look at how leadership and management are underpinned by good planning. We will consider the difference between strategic and operational planning and explore why having organisational values and purpose is important. We will discuss formulating KPIs and SMART goals, and analyse examples of different planning documents to determine the key elements of effective plans.

INTRODUCTION TO BUSINESS PLANNING (FINANCIAL MANAGEMENT)

ONE WORKSHOP

BSBFIM501: MANAGE BUDGETS AND FINANCIAL PLANS

In this workshop, a financial expert will provide you with essential information and guidance on what to be aware of to ensure your organisation observes effective financial governance and adherence to legislative requirements. You will also have the opportunity to learn about financial plans and budgeting, and financial statement analysis. This session has a hand on focus, using every-day financial tools to achieve learning outcomes.

OPTIONAL WORKSHOP - MENTORING SESSION

There is no formal class work set for this workshop. Instead you have the opportunity to work with your trainer/ assessor on any topics or assessment items you may need assistance with.





LEADING PEOPLE AND TEAMS (THREE WORKSHOPS)

**BSBLDR502: LEAD AND MANAGE
EFFECTIVE WORKPLACE
RELATIONSHIPS,**

**BSBWOR502: LEAD AND MANAGE
TEAM EFFECTIVENESS,
BSBMGT502: MANAGE PEOPLE
PERFORMANCE,**

**BSBDIV501: MANAGE DIVERSITY IN
THE WORKPLACE,
BSBHRM405: SUPPORT THE
RECRUITMENT, SELECTION AND
INDUCTION OF STAFF**

These three workshops cover the fundamentals of managing people.

In the first workshop, an employment law expert will provide an overview of relevant legislation and legal obligations that you need to be aware of when managing people, including employment standards, awards and agreements, unfair dismissal, discrimination, and legal issues involved in recruitment. We will also look at how diversity can be supported in the workplace and will specifically consider issues around gender diversity.

In the following two workshops, we'll explore recruitment strategies, tips, and pitfalls in more depth and you'll have the opportunity to practice developing job descriptions, employment contracts, and conducting selection interviews.

The other key focus of these workshops will be creating positive, productive team environments and will cover team performance plans, monitoring performance, team cohesion, role modelling, coaching skills, and managing underperformance.

LEADING CHANGE (ONE WORKSHOP)

**BSBMGT516: FACILITATE
CONTINUOUS IMPROVEMENT**

Any project, plan or process has opportunities for improvement. During the final workshop you will focus on implementing continuous improvement (CI) models as part of your everyday working practices. This workshop explores the importance of continually reviewing current systems and processes to identify opportunities for improvement and strategies for initiating and leading change.

TESTIMONIALS

"I graduated from the YWCA Canberra She Leads Diploma of Leadership and Management in 2016, which contributed to my development in both my professional career and on a personal level. It is a program which I cannot recommend strongly enough to any young woman wanting to discover and develop their leadership and management style."

- Carina Zeccola, 2016 graduate

"The Diploma is a fantastic way to challenge and learn more about yourself, not just professionally but personally as well. The classes offer a great balance between presentation and discussion, with excellent facilitators who are skilled at adapting the material to ensure it is interesting and relevant."

- Fiona Day, 2016 graduate

"The course has helped me to enhance my professional and personal relationships. I feel empowered to believe in my own leadership abilities, being adaptable, collaborative, confident, influencing, inspiring, innovative and authentic."

- Melissa Page, 2015 graduate

READY TO APPLY

Download an enrolment form from www.ywca-canberra.org.au and send a copy of your completed application to training@ywca-canberra.org.au

NEED MORE INFORMATION?

For details of upcoming intakes and workshop schedules, please visit www.ywca-canberra.org.au or contact the YWCA Canberra Education and Training team:

P: 02 6185 2000

E: training@ywca-canberra.org.au

All workshops will be held at the YWCA Education and Training Centre at 71 Northbourne Ave, Canberra.

www.ywca-canberra.org.au

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