



MONARCH  
INSTITUTE

BSB61015

# Advanced Diploma of Leadership and Management

- Get the skills that employers really want.
- Unrivalled support. Delivered with care.
- Absolute flexibility. Your way, your terms.

Education for  
the real world

RTO Code - 22530



NATIONALLY RECOGNISED  
TRAINING

# Make your mark as a leader

Today's emerging leaders need a way to cut down on the time it takes to learn from experience. Monarch Institute courses will help you do just that. They've been developed by entrepreneurs, business executives, and academics who've already been where you want to go. Like Josh Wilson, who successfully built three business and sold two before age 40. And Glenn Buesnel-May, who has spent over 25 years in the Royal Australian Air Force as an officer before specialising in leadership, management, education and training.

You won't just come out of your course with real-world skills and knowledge. The Advanced Diploma of Leadership and Management takes a strategic focus to give you a qualification that's accredited and recognised Australia-wide. Take on the business world, or use your skills in an exciting new role – it's up to you.

## What does the course cover?

- Leadership and employee relations
- Change management, continuous improvement, customer service and risk
- Diversity, workplace health and safety
- Managing finances and business planning

## Key benefits

### Nationally recognised

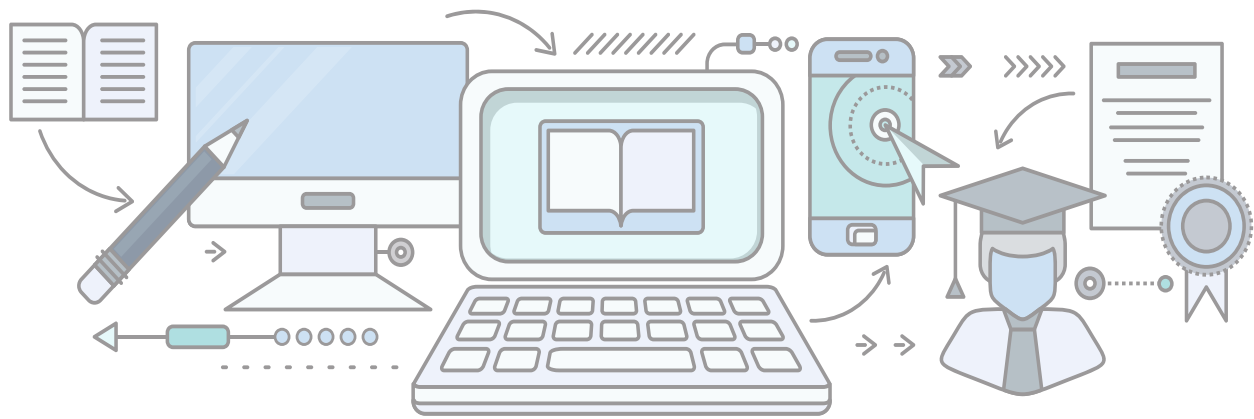
The course is nationally recognised under the Australian Qualifications Framework, so you can use it as a pathway to university qualifications around Australia.

### Tailored learning

If you currently work in a management role and have at least five years' experience, you can tailor a training plan specific to your current work situation.

### Government funded

If you live in Victoria, Monarch Institute has government funded places. To see if you are eligible for a government funded place, please get in touch with one of our friendly course consultants.



## Study online. With a difference.

This course has been developed to give you absolute flexibility. Study on your couch, on public transport, on your break at work, out in the park – wherever and whenever you like. The best part is, with Monarch Institute, ‘online’ doesn’t mean ‘alone’. You’ll be backed by our trainers at every step along the way. You’ll get:

- Easy-to-follow course materials
- Videos and webinars
- Heaps of support from your course trainers (phone, email, Skype, Zoom)
- A dedicated admin team on hand to guide you
- Online assessments
- Access to a student Facebook group

## What is the course structure?

This course is delivered predominantly online. This means you’ll access your learning and assessment resources via an online portal plus textbooks. You can access the portal anywhere and anytime. You’ll also have access to a student Facebook group so you can discuss the course material.

You’ll need to study a total of 12 nationally recognised units, which are spread out over four modules.

We consistently receive feedback from our students telling us the course is very well structured and easy to follow. Of course, if you’re having trouble wrapping your head around a concept or assessment piece, you can always reach out to your trainer for support.

## What is the course duration?

Most students complete this qualification in 12 months to 24 months. Your completion time frame depends on your previous education, work experience, time availability and work rate. You’re expected to complete at least one module every six months.

## What are the entry requirements?

There are no formal entry requirements. Just bring your drive, motivation and passion for the industry. That said, if this is your first time studying at this level, we’ll need to check your levels of English and maths before you enrol. People with disabilities are encouraged and supported to apply.

## Course costs

**Monarch’s courses are competitively priced.**

Check our website for the most up-to-date prices at [www.monarch.edu.au/courses](http://www.monarch.edu.au/courses) or call us on 1300 738 955.

This training is delivered with Victorian and Commonwealth Government funding for eligible students. Please check the eligibility requirements on our website, or get in touch to discuss your funding options.

# Course modules

## Module 1 /

### Leadership and Employee Relations

- Understanding your organisation in the context of the changing world of work
- Operating environments of formal and informal organisations
- Establishing and managing priorities
- Building a strong communication foundation and effective working relationships
- Understanding leadership, motivation, engagement and retention
- Increasing performance, productivity and building productive teams
- Assigning and delegating duties
- Providing feedback and managing under-performance

## Module 2 /

### Change Management, Continuous Improvement, Customer Service and Risk

- Developing, managing and monitoring operational plans
- Satisfying quality, innovation and continuous-improvement imperatives
- Planning and managing projects
- Introducing and managing change
- Identifying and managing risks
- Managing for sustainability

## Module 3 /

### Diversity, Workplace Health and Safety

- Recruiting, selecting, inducting employees in an organisation
- Importance of cross-cultural communication in today's business world
- Encouraging a learning environment and developing employees
- Ensuring a safe and healthy workplace
- Managing for psychological safety and wellbeing

## Module 4 /

### Managing Finances and Business Planning

- Planning for business finances
- Developing a financial plan
- Budgeting, cost-benefit analysis and ROI
- Understanding financial statements
- Business planning and writing a business plan
- Implementing a business plan and making adjustments



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## Jobs and career pathways

Management is an immensely satisfying career path. It's also much more diverse than you might expect. There are varying levels of management and leadership roles, depending on the size of the business you're working in. Upon completing this course, there are a variety of career paths you can take:

### Key opportunities include:

- Team leader
- Product manager
- Service manager
- Business development manager
- Training manager
- Senior manager
- Head of strategy
- Head of product and service
- Head of innovation
- Head of human resources
- CEO

Managers are needed in all sectors of the economy. Managing people and resources is a critical function of business.

Senior managers are at the top of the chain in their organisations. They're often strategically focused, looking at the big picture stuff. Senior managers tend to have middle-level managers reporting to them, and they may have senior staff reporting directly to them. If you want to be effective in this role, you don't just need to know your business inside out. You need the strategic frameworks and people skills to make the most of your team – and your time.

The Advanced Diploma of Leadership and Management at Monarch Institute is designed to give you real-world skills and strategies you can put to use straight away. This means that if you're ready to step up into a strategic leadership role, it's a practical way to take your capability to the next level.

# Industry insights



Employment/positions projection

**7.8% growth to 2022**



Earnings (Average full time earnings)

**\$2,298 per week**



Full time vs part time

**85.7% full time**

## Modelling on success

Great leaders aren't born, they're made. It takes experience, determination and a bit of elbow grease to become an effective manager. One of the most important steps you can take is learning how to make smarter business decisions. And smarter human decisions.

According to a survey by CPA Australia, the top priorities of fast growing small businesses include good staff (28%, compared to 21.5% of non-growing businesses) and improved business management (27.8%, vs 12.9%). In other words, SMEs that put HR and management at the top of their to-do list are more likely to succeed. As a leader and manager, you've got real power to shape the success of your organisation.

# Why choose Monarch Institute?

**You need a different learning experience.  
We're ready to deliver.**

## Expertise

- ✓ Courses developed with leading academics and industry associations
- ✓ Delivered by brilliant trainers who work with corporate leaders
- ✓ Learn from professionals using real world case studies

## Flexibility

- ✓ Fit study around work, family, life.
- ✓ Start immediately, or down the track
- ✓ Flexible payment options

## Support

- ✓ Dedicated team of trainers and support staff on hand to guide you
- ✓ Up to date, easy to understand course materials
- ✓ Assessment turnaround in 5-7 business days with comprehensive trainer feedback

## Enrol today

Commence your BSB61015 Advanced Diploma of Leadership and Management with Monarch Institute today to take the next step forward in your career.



To discuss the course that's right for you call  
**1300 738 955**



To find out more information email  
**info@monarch.edu.au**



To enrol, visit our website  
**www.monarch.edu.au**

