

BSB51918

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

Step up and be the leader your team deserves

The 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, or you've just started in a management role, it's the perfect intro.

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 businesses 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. You'll also have 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?

- **Leading and managing your team**
- **Operations management**
- **People performance**
- **Finance, risk and change**

Key benefits

Nationally recognised

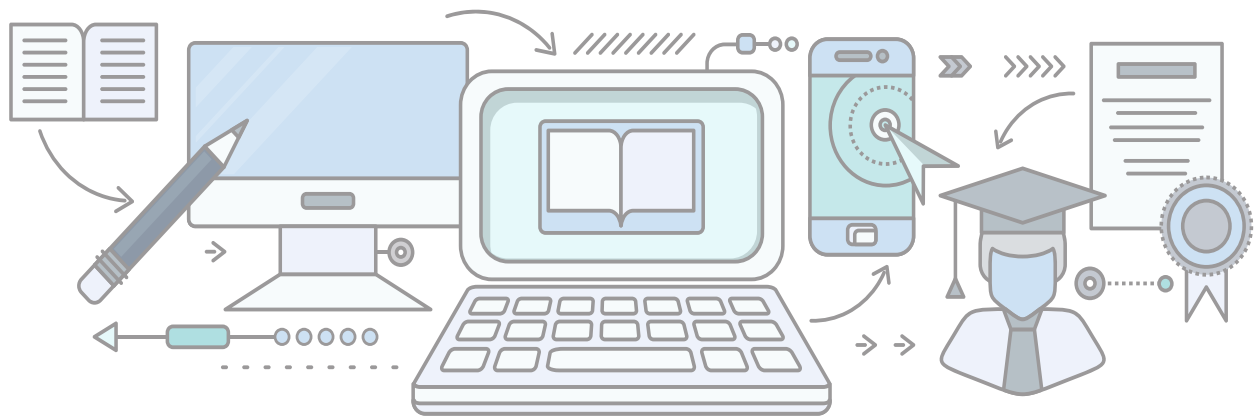
The course is nationally recognised under the Australian Qualifications Framework, so you can use it as a pathway to university qualifications around Australia.

Tailored learning

If you currently work in a management role and have at least five years' experience, you can tailor your training 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 using an online portal plus textbooks. You can access the portal anywhere and anytime.

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
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 /

Leading and Managing Your Team

- What managers do and what it takes to be a manager.
- How to actively engage with your team.
- Different leadership techniques and strategies to facilitate team cohesion.
- Implementing processes for conflict management.
- Identifying emotional intelligence strategies to help lead your team.
- Understanding the impacts cultural behaviours and beliefs may have on your team and workplace.
- Supporting your team's performance outcomes with formal and informal learning opportunities.

Module 2 /

Operations Management

- Developing, managing and reviewing effective workplace systems.
- Understanding quality customer service systems.
- Developing an operational plan that meets the organisation's objectives.
- Workforce planning strategies for an organisation's diverse workforce needs.
- Understanding external labour supply.

Module 3 /

People Performance

- Developing skills and knowledge to lead and manage teams successfully.
- Preparing for presentations and leading meetings with objectives.
- Implementing employee and industrial relations policies and plans.
- Negotiating and mediating within your team.
- Critical thinking concepts and approaches within the workplace.
- Strategies to resolve conflict resolution and industrial relations conflicts.
- Monitoring your team to improve learning and effectiveness.

Module 4 /

Finance, Risk and Change

- Understanding basic accounting principles.
- Managing budgets and financial plans.
- Analysing risk and determining appropriate actions.
- Managing for productivity and quality.
- Addressing change management and implementation.
- Managing service operations, manufacturing operations and inventory control.



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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.

Broadly, the ladder starts with junior managers - often called team leaders. They might be accountable for managing a small team's results. There are middle-level managers that often manage both team leaders, and other staff who report directly into them. At the top of the chain, there are senior managers. 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.

Industry insights



Employment/positions projection

7.8% growth to 2024



Earnings (average full time)

\$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 future leader and manager, you've got real power to shape the success of your organisation.

Sources: Labour Market Information Portal, Employment, Job Outlook, General Employment Outlook Information, 2020



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 BSB51918 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

