spectra training

A smarter future

Our consultants can work with you to identify essential skills needed by your workforce and design a training solution to drive your business forward across business sectors that include:

- > Business Services
- > Competitive Systems & Practices
- > Management
- > Manufacturing
- > Printing & Graphic Arts
- > Retail Services
- > Sales & Customer Service
- > Transport & Logistics

For more information, visit Spectra Training at **www.spectra-training.com** or phone our friendly team on **1300 808 010** or email enquiry@spectra-training.com

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Certificate IV in Leadership & Management

BSB42015 CERTIFICATE IV IN LEADERSHIP & MANAGEMENT

Course Overview

This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts.

As well as assuming responsibility for their own performance, individuals at this level provide leadership, guidance and support to others.

Leadership & Management

The Spectra Training Difference

Spectra's Dynamic Training System offers the unique experience of group and individual training delivered in workshops and on the job. This system ensures practical application of learning in your workplace so staff enjoy training and can apply skills and knowledge.

- Spectra Training engages with workplace mentors to ensure the training provides real benefits and improvements that help retain staff and add value to your business.
- Our trainers are industry experienced professionals who can ensure measurable outcomes.
- Minimal disruption to your operations as we understand day to day work pressures.
- We engage directly with industry and implement training strategies that will respond to industry's specific needs using our in-house instructional design writers.
- Hands on support for individuals as some staff need additional training assistance.

BSB42015 CERTIFICATE IV IN LEADERSHIP & MANAGEMENT

Course Overview

This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts.

As well as assuming responsibility for their own performance, individuals at this level provide leadership, guidance and support to others. They also have some responsibility for organising and monitoring the output of their team.

They apply solutions to a defined range of predictable and unpredictable problems, and analyse and evaluate information from a variety of sources.

Delivery and Assessment Methods

Delivery is a combination of group workshops and one-on-one sessions. Group workshops ensure the theory is well understood and then the knowledge and skills are practised in the one-on-one coaching sessions. Assessment tasks typically include on-the-job observation and questioning, in-class activities and workplace based projects.
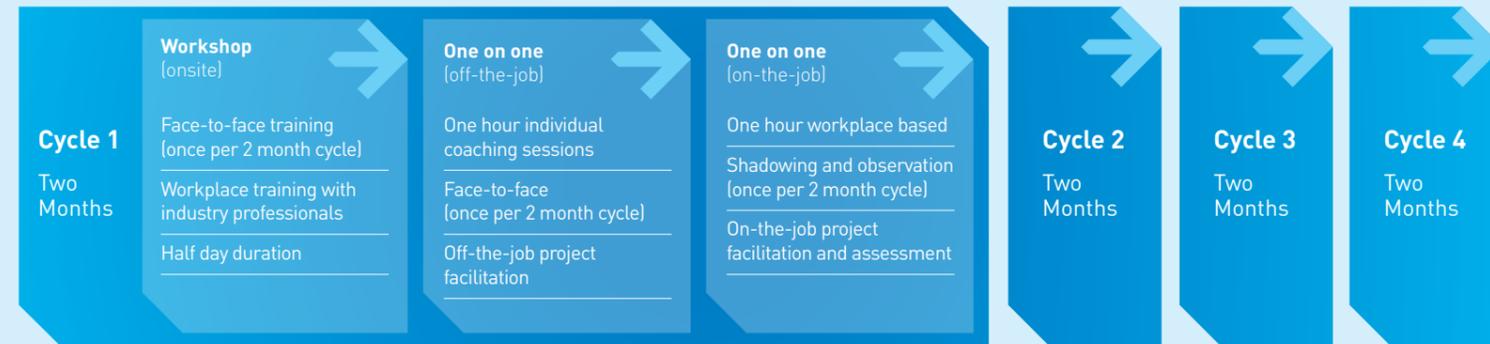
Entry Requirements

Participants must be in a position that includes direct supervision or leadership of a team consisting of at least two other individuals, or be supported by their employer to undertake this program as preparation for such a role. Participants must also have English language, literacy and numeracy skills equivalent to Year 10 of compulsory schooling as a minimum.

Duration

This program is typically delivered over a 12 month period; however, this will vary according to client needs and will be negotiated during the consultation process.

Course Structure

Dynamic Training System Cycle

Cycle 1 — Two Months

Workshop (onsite)
- Face-to-face training (once per 2 month cycle)
- Workplace training with industry professionals
- Half day duration

One on one (off-the-job)
- One hour individual coaching sessions
- Face-to-face (once per 2 month cycle)
- Off-the-job project facilitation

One on one (on-the-job)
- One hour workplace based
- Shadowing and observation (once per 2 month cycle)
- On-the-job project facilitation and assessment

Cycle 2 — Two Months

Cycle 3 — Two Months

Cycle 4 — Two Months

Proposed Training Program

Pre-Training	Induction	Pre-training review, including: › Skills recognition application (if applicable) › Language, Literacy and Numeracy assessment	› Learner needs analysis › Program overview	Learner Induction Mentor Induction

Cycle No.	Title	Topics Covered	Units	
Cycle 1	Personal Performance	› Decision making › Personal performance › Positive role modelling › Effective communication techniques	Show leadership in the workplace (BSBMGT401) Communicate effectively as a workplace leader (BSBLDR401)	
Cycle 2	Leading Teams	› Developing trust and confidence › Engaging individuals › Effective networks and relationships › Supporting and encouraging diversity	Lead effective workplace relationships (BSBLDR402) Lead a diverse workforce (BSBLDR404)	
Cycle 3	Safety & Sustainability	› Hazard identification › Risk assessment, management and control › Fostering a culture of safe working practices › Monitoring resource usage › Improving resource utilisation	Implement and monitor WHS policies, procedures and programs to meet legislative requirements (BSBWHS401) Implement and monitor environmentally sustainable work practices (BSBSUS401) Identify risk and apply risk management processes (BSBRSK401)	
Cycle 4	Operational Management	› Self management › Professional development › Operational planning › Operational management	Develop work priorities (BSBWOR404) Implement operational plan (BSBMGT402)	
Cycle 5	Continuous Improvement	› Implementing continuous improvement processes › Fostering team cohesion and contribution › Sustaining improvements › Reflective practice	Implement continuous improvement (BSBMGT403) Promote innovation in a team environment (BSBINN301) Lead team effectiveness (BSBLDR403)	

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Pre-training Review

Prior to the commencement of training, a pre-training review will be undertaken to ascertain the participant's current levels of language, literacy & numeracy (LL&N), eligibility for skills recognition/recognition of prior learning and if any specific support needs are required.

Mentor Induction & Engagement

Spectra Training believes that it is very important to have effective workplace mentors from your business engaged in this learning. This ensures that the knowledge and skills are reinforced throughout the program and that the participant progresses through and completes the course. Workplace mentors are comprehensively inducted into the program so their roles and responsibilities are well understood.

Pathway / Careers

Successful completion of this program can lead to career opportunities and roles including, but not limited to: Coordinator, Supervisor, Team leader, Manager etc.

Further study can be undertaken in the Diploma of Leadership & Management (BSB51915).

Access & Equity

Spectra Training is committed to ensuring people with special needs have equal opportunity and access to its courses. Spectra Training is committed to identifying and supporting the learning needs of each individual and encourages people of all abilities to apply to undertake learning.

Fees and Charges

Information about course fees and charges is available in the National Fees Booklet available on the Spectra website: www.spectra-training.com. Spectra's Refund Policy is also published on the website.

Eligibility / Government Funding

Spectra Training is a national provider of workplace training (TOID 21356). For eligible participants, this training may be partly funded by your State/Territory Government in partnership with the Commonwealth Government.

For information on eligibility criteria, please consult the Spectra Training website: www.spectra-training.com for state/territory contact details or an Australian Apprenticeship Centre: www.australianapprenticeships.gov.au