

Accreditation : This Module is a Nationally Accredited Course
Title : **BSBMGT405A – PROVIDE PERSONAL LEADERSHIP**
Field Of Study : **Management**

What is this course all about?

This unit applies to individuals who have a leadership role. It applies to the manner in which they conduct themselves, the initiative they take in influencing, assisting and guiding others, and to the way they manage their own role and responsibilities. Competence in this unit requires consistently high levels of self management and behaviors that exemplify the desired standards within the organization. This involves the candidate earning the trust and respect of the team and acting as a role model at all times.

When you have finished this course you should be able to demonstrate your ability to:

Influence individuals and teams in a positive manner– BSBMGT405A/01

- ❑ Encourage, value and reward individual and team efforts and contributions
- ❑ Promote accountability of work undertaken by individuals/ teams by communication roles, responsibilities and expectations clearly
- ❑ Gain positive acceptance and support for information for ideas from the team

Make informed decisions – BSBMGT405A/02

- ❑ Gather and organize information relevant to the issue/s under construction
- ❑ Involve individuals/teams to actively participate in the decision making process
- ❑ Determine preferred course of action after risks and options are examined and assessed
- ❑ Communicate decisions to individuals/teams clearly and in a timely manner
- ❑ Prepare plans to implement decisions after agreement by relevant individuals/teams
- ❑ Monitor the implementation and impact of decisions using reliable feedback processes

Enhance the image of the enterprise- BSBMGT405A/03

- ❑ Conduct business in a way that is consistent with enterprise standards and values
- ❑ Note and promptly discuss with the appropriate person, any inappropriate values and standards exhibited within the organization, using established communication channels
- ❑ Consistently display a very high standard of personal presentation in line with organizational expectations and policies

Demonstrate high standards of personal and management performance- BSBMGT405A/04

- ❑ Contribute to developing a reputable organization which has integrity and credibility, through personal performance and behaviors
- ❑ Ensure standards of personal management performance are consistent with enterprise requirements
- ❑ Provide a positive role model for other through personal and managerial performance
- ❑ Develop and implement plans in accordance to goals and objectives
- ❑ Develop, set and monitor key performance indicators and targets within the team/ enterprise business plans

Some examples of individuals that will benefit from these courses are: -

- ❑ Managers
- ❑ Supervisors
- ❑ Team leaders
- ❑ Directors

You will have better skills & knowledge and familiarise yourself more in the following areas -

- ❑ Coaching and mentoring skills to encourage and develop team members effectively
- ❑ communication skills to conduct effective informal and formal meetings, to communicate effectively with personnel at all levels, and to provide effective feedback
- ❑ Effective goal setting skills to be able to set realistic but challenging goals for team members
- ❑ Interpersonal skills to establish rapport and to build relationships with clients, team members and stakeholders
- ❑ Leadership skills to gain the trust and confidence of colleagues and clients
- ❑ Literacy skills to communicate and articulate information and ideas clearly and effectively
- ❑ Organisational skills to lead the team in a methodical and organized manner and in line with to agreed timeframes
- ❑ Problem-solving skills to resolve problems in a systematic and positive manner and to create innovative and effective solutions
- ❑ Team building skills to effectively develop team spirit and morale
- ❑ Coaching and mentoring techniques
- ❑ Continuous improvement techniques and processes
- ❑ Enterprise culture and values
- ❑ Enterprise mission, business goals and standards
- ❑ Enterprise policies, procedures and guidelines
- ❑ Operational environment – customer base, company products and services
- ❑ Performance management policies, procedures and systems

What Recognition will you achieve?

Where a demonstrated competency has been achieved in accordance with the endorsed Australian Quality Training Framework (AQTF) standards, a Statement of Results can be issued for those competencies successfully completed in this course. These can be combined with additional competencies achieved later, and together may build towards the issuing of qualification, at Certificate II plus.

How will you be assessed?

Demonstration of competencies for this qualification is achieved via formal assessment. Participants complete a work related project/activities, which incorporates the range of competencies covered for each unit. At completion of each module these activities will be handed in to your trainer, assessed then returned with relevant comments to keep you informed with your progress.

Will you be eligible for subject exceptions?

The units can be completed through attendance at MTG training courses. You may have already attained some competencies covered in the units through previous training, work, or life experience. If you feel you can already demonstrate a competency, then you should apply for **Recognition of Current Competencies (RCC)**. An RCC application form can be found in the MTG trainee welcome kit where you can fill out and fax back to us on (03) 9482-6988 or simply visit our website on www.matrixtraininggroup.com/downloads.php in order to download this application.

What training materials and training aids will you have?

1. **Learner Guides:** - Matrix Training Group will supply each trainee with a module for each unit which contains must know information, learning activities and projects, which will keep you enthusiastically involved in the course. Upon completion of each module these activities will be handed in to the trainer, assessed then returned to trainees with relevant comments to keep you informed with your progress.
2. **Online Support:** - Your Trainer is always available through E-mail & Website support. Our website address is www.matrixtraininggroup.com
3. **Telephone Support:** - You may call your trainer during business hours for over the telephone support.