



INSTITUTE OF STRATEGIC MANAGEMENT

RTO Number 91485



Diploma of Leadership & Management
BSB51918
Open Program 3.21
Start date Wednesday, 19 May

Day	Topic	Units of Competency	Workshop Date
1	Lead with Confidence, Authenticity & Insight	Provide leadership across the organisation, BSBMGT605 Develop and use emotional intelligence, BSBLDR511	Wed 19 May
2	Optimise Your Time & Career	Manage personal work priorities and professional development, BSBWOR501 Manage meetings, BSBADM502	Wed 16 June
3	Plan & Execute with Excellence	Manage operational plan, BSBMGT517 Facilitate continuous improvement, BSBMGT516 Undertake project work, BSBPMG522	<u>Tues</u> 20 July
4	Build a High-Performance Team	Lead and manage team effectiveness, BSBWOR502 Manage people performance, BSBMGT502	Wed 18 August
5	GreenLine Conversations	Develop and use emotional intelligence, BSBLDR511 Lead and manage effective workplace relationships, BSBLDR502	Wed 15 Sept
6	The Customer Experience	Manage quality customer service, BSBCUS501 Communicate with influence, BSBLDR513	Wed 13 Oct
7		Participant Presentations & Graduation	tbc