Diploma of Leadership and Management
Swinburne’s Diploma of Leadership and Management is a practical, hands-on course which develops entrepreneurial and innovative approaches to managing people, finances, projects and teams.

The course is targeted toward those who are currently managing staff or are building a career in management. The Diploma of Leadership and Management empowers you with the foundations necessary to lead high performing teams and achieve operational success.

**Suitable for**
Professionals working in business, government and industry. Fast track mode recognises that you already have significant working experience in your chosen field, accordingly some fundamentals are assumed.

**What you will learn**
- how to lead and manage individuals and teams with impact
- identify your strengths and how to develop strategies to resolve your weaknesses
- how to coach staff to help them reach their full potential
- how to manage staff performance and provide effective performance feedback
- how to handle difficult conversations
- project management
- how to provide high quality, responsive customer service
- understand financial information, terminology and budgeting
- how to attract, recruit and induct quality people
- how to design and implement continuous improvement processes

**The benefits**
- Formalise your experience by completing an accredited fast tracked qualification with a leading Australian university
- Increase your employability and salary expectations
- Learn with leading industry professionals
- Network with industry peers and expand your business contacts
- Study at a pace suitable to your workload and family or other commitments
- If you haven’t studied for some time there is help available throughout the course, both in and outside workshops
- Commence when it suits your busy schedule through our monthly intakes
To be eligible for the Diploma of Leadership and Management you are required to complete 12 units:

- 1 Induction unit – this unit must be undertaken prior to attending core and elective units
- 1 Operations unit – Manage Operational Plan
- Leadership cluster – 6 units delivered as 2* two consecutive days 6 weeks apart
- 4 electives:
  - 1–4 Core units from Group A
  - 0–3 Units from Group B

**INDUCTION UNIT – THIS UNIT MUST BE UNDERTAKEN PRIOR TO ATTENDING CORE AND ELECTIVE UNITS**

- BSBWOR501 Manage personal work priorities and professional development

**OPERATIONS**

- BSBMGT517 Manage operational plan

**LEAD AND MANAGE PEOPLE**

- BSBLDR501 Develop and use emotional intelligence
- BSBMGT502 Manage people performance
- PSPGOV415 Provide workplace coaching

**LEAD AND MANAGE TEAMS**

- BSBLDR502 Lead and manage effective workplace relationships
- BSBWOR502 Lead and manage team effectiveness
- BSBLDR503 Communicate with influence

**GROUP A ELECTIVES – CHOOSE UP TO 4 UNITS**

- BSBRSK501 Manage risk
- BSBFM501 Manage budgets and financial plans
- BSBCUS501 Manage quality customer service
- BSBINN502 Build and sustain an innovative work environment
- BSBPMG522 Undertake project work
- BSBHRM405 Support the recruitment, selection and induction of staff

**GROUP B ELECTIVES – CHOOSE REMAINING UNITS**

- BSBMGT516 Facilitate continuous improvement
- BSBHRM513 Manage workforce planning
- BSBWRS510 Manage employee relations
- BSBLDS501 Develop a workplace learning environment
- BSBADM502 Manage meetings

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’If you’re serious about wanting to improve your skills and capabilities, if you’re keen to be able to apply your skills in a very tangible way in the workplace, then Swinburne’s courses will definitely give you the ability to do that.’

Jonathan

**Course delivery**

6 one day workshops and two by two day workshops, approximately one per month, held at Swinburne’s CBD campus.

Workshops commence monthly.
Application and assessment

Entry requirements
Applicants should have at least three years current experience and be working in a team leader, supervisor or management role.

Assessment
Assessments are practical and are designed around your workplace. They include include activities, case studies and assignments.

Your assessments will be focussed on applying learning to the workplace and will be useful documents for your role. At the same time they will meet Swinburne’s assessment requirements.

Selection of electives
Our friendly learning advisors are ready to assist you with the selection of your electives.

To speak with a learning advisor or request a copy of the timetable please call 1800 633 560 or email industrysolutions@swin.edu.au

’Swinburne’s courses provide practical and industry relevant development. Most importantly since undertaking the course I have had the confidence to step up and take the lead.’

Casey

’Swinburne’s flexible study model means you don’t lose out on life for study.’

Julia
Facilitators

Mark Lewis
Mark has an extensive HR career commencing with Crown as their Customer Service Development Training Manager through two major casino and hotel openings. He then moved to Caterpillar where he enjoyed a long career in senior HR leadership roles both in Australia and the Asia Pacific. More recently, Mark was Principal and Asia Pacific HR Leader for Mercer Outsourcing. Mark’s ongoing career mission is to assist leaders achieve significant and sustainable results through their people, to leave a legacy of high performance organisations with engaged work cultures and to build best in class HR practices that deliver optimal organisational capability.

Nick Oddy
Nick’s passion is innovation. Whether developing a leadership program, working as an executive coach, or delivering purpose built innovation qualifications he seeks to apply creative thinking in order to identify opportunities that deliver real value to individuals and organisations. Nick’s experience includes working with a range of organisations to identify specific learning needs aligned to corporate strategy. His corporate clients come from diverse sectors such as local government, healthcare and financial services.

Jason McCutcheon
Jason McCutcheon has a varied and diverse background starting his professional career as an industrial chemist and progressing to general management. A desire to share this experience and skill was the catalyst for his move into management training. Jason believes the success of his training delivery is founded on his own personal business experience, which he brings to life in training sessions by using real examples of business practice. This approach connects the information delivered during training directly to the participant workplace, enabling them to apply knowledge and skills to their specific environment.

Chris Lee
Working in the manufacturing, academic, and scientific sectors has provided Chris with a wide range of business skills. Chris has satisfied the business development needs of large corporate and governmental departments at senior levels. Throughout this time he developed extensive business and project management, and business process analysis skills across many industries. Chris has worked as a business analyst, project manager, software designer/developer, mechanical designer, manufacturing engineer, business sustainability consultant, carbon footprint auditor, product life cycle assessor and educator. Currently Chris is engaged in several projects with Australian and New Zealand corporations.

Judy Nichol
Judy’s facilitation experience spans more than 23 years. She has a wealth of knowledge, skills, experience and professionalism. Judy provides a stimulating learning environment and encourages and motivates participants to fulfil their potential. Judy specialises in emotional intelligence, delivery of leadership, coaching/mentoring, front line management, communication skills and presentation skills and has delivered programs to a broad range of government and corporate environments.

Karyn Chambers
Karyn brings a contemporary perspective to how leaders can develop talent, organise people to be more effective and to help teams and individuals realise their potential. She has partnered with human resources professionals and executives to design and manage the critical elements of organisational change, improve performance and implement workforce development strategies. Karyn has a blend of experiences that span corporate human resources management roles, a successful career as a management consultant for global management consultancy Hay Group, and also within her own organisational development practice. Having worked with a vast number of leading local and global organisations, Karyn has a business outlook and seeks to inspire others to explore and apply new approaches.