Catholic Education Diocese of Parramatta Business Managers Leadership Development Program

The Catholic Education Diocese of Parramatta Leadership Development Program is based on a skillset of four units from the Diploma of Leadership and Management BSB51918.

The program will run from 3ʳᵈ February 2020 to mid-January 2021. It will comprise a combination of webinars, face to face assessment based workshops and online learning and assessment. A schedule of key workshop and assessment dates can be found attached.

Program unit descriptions

BSBLDR511 Develop and use emotional intelligence

Emotional intelligence is becoming increasingly important as workforces become more diverse. Managers with emotional intelligence have well developed people skills that allow them to build positive relationships. This module covers the development and use of emotional intelligence to increase self-awareness, self-management, social awareness and relationship management in the context of the workplace. It includes identifying the impact of our own emotions on others in the workplace, recognising and appreciating the emotional strengths and weaknesses of others, promoting the development of emotional intelligence in others and utilising emotional intelligence to maximise team outcomes.

BSBLDR502 Lead and manage effective workplace relationships

Effective workplace relationships are grounded by trust and respect. When these two elements are present, employees are more likely to contribute actively to organisational goals and resolving issues. The stimulus of this type of workplace can also create innovative opportunities. This module will cover a wide range of topics including a leaders' role, communication and engagement processes, building trust, key interpersonal skills, developing and maintaining workplace relationships, managing difficult situations, and conflict resolution.

BSBPMG522 Undertake project work

Activities included in the module are designed to give you experience in applying and practising the tools and strategies of undertaking a project. This module will not be focusing on the use of any specific project management software, process or project management methodologies. It is purely describing the fundamentals to be considered for good project management.

BSBMGT517 Manage operational plan

Management at a strategic level requires systems and procedures to be developed and implemented to facilitate the organisation s operational plan. This unit develops the skills and knowledge required to develop and monitor implementation of the operational plan to provide efficient and effective workplace practices within the organisations productivity and profitability plans.

Learning Outcomes

- develop and demonstrate own emotional intelligence and senior leadership behavior
- implement strategies to resolve difficulties in workplace relationships and provide guidance, coaching and support to co-workers
- implement workplace policies for cultural diversity and ethical values
- define and scope a project, implement and monitor project plans and review project outcomes and lessons to be learned
- develop a project plan covering timelines, task breakdown, roles and responsibilities, risk management, WHS and budget
- develop, implement and monitor operational plan

Duration and study workload

The estimated time to complete the course is approximately 4 hours per week over a 12 month study period comprising workshops, webinars, workplace activities, self-directed study and assessment preparation.

Enrolment process

You will be enrolling in the Business Managers Leadership Development Program with UNE Partnerships and will receive an enrolment link to facilitate your enrolment online directly to the UNE Partnerships student management system.

Unique Student Identifier (USI)

If you are a new or continuing student undertaking nationally recognised training, you need a USI to enrol in your qualification. If you don't have a USI you will not receive your qualification or statement of attainment.

If you don't already have a USI, or have forgotten it, please visit this site – https://www.usi.gov.au/

Please enrol using the name your USI is registered for, your name must match your USI registration. Once you have entered all the details for enrolment you will receive an email confirming that you have been registered.

You will receive another email with your username and password once your enrolment is activated. Please keep this in a safe place.

Contacts at UNE Partnerships

Kerrie Yates – Facilitator and assessor for all academic teaching, support and assessment.

Kerrie has extensive experience across government, commercial and the not-for-profit sectors including with Catholic Commission of Employment Relations and Catholic Care. She has a Grad Dip Education and a Grad Dip in Business. She has experience working with organisations to design strategies, deliver training, develop assessment tools and conduct assessments. She is also an experienced mediator.
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Linda George – Program manager, for all course and administrative requirements, and any online access issues.
Linda is responsible for management and coordination of the delivery of Business, Leadership and Management programs at UNE Partnerships.
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For policies related to enrolment please visit our website here - www.unep.edu.au/get-started/policies/

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