

# Emotional Intelligence for Project Managers Skill Set



## Program Overview

unepartnerships

### Important disclaimer

The material contained in this course is for general information only and is not intended as advice on any of the matters discussed herein. No person or persons should act or fail to act on the basis of any material contained herein. Students and others should consult professional advisers about any matter affecting them. UNE Partnerships, its officers and employees, expressly disclaim all and any liability to any persons whatsoever in respect of anything done or omitted to be done by such persons relying, or to any persons for the effect of acts of others relying, on any of the information contained herein.

This course contains material on a wide range of subjects written by a number of authors. In bringing this information to students these authors provide interpretation and opinion on such material. These interpretations and opinions are not necessarily those of UNE Partnerships or other body teaching the course, nor is any interpretation or opinion necessarily in accord with any policy of UNE Partnerships.

The publisher is not engaged in rendering legal, accounting, professional or other advice services. The publishers and the authors, consultants and editors, expressly, disclaim all and any liability and responsibility to any person, whether a purchaser or reader of this publication or not, in respect of anything, and of the consequences of anything, done or omitted to be done by any such person in reliance, whether wholly or partially, upon the whole or any part of the contents of the publication. Without limiting the generality of the above no author, consultant or editor shall have any responsibility for any act or omission of any other author, consultant or editor.

© UNE Partnerships Pty Ltd.

This work is copyright. No part may be reproduced by any process without written permission from UNE Partnerships Pty Ltd.

Images sourced external to UNE Partnerships are available for commercial use and licence conditions have been documented and complied with.

Emotional Intelligence for Project Managers Skill Set - Version G1.0

Published: Thursday, 21 September 2023

Program Overview developed by UNE Partnerships

UNE Partnerships Pty Ltd.

The Education & Training Company of the University of New England

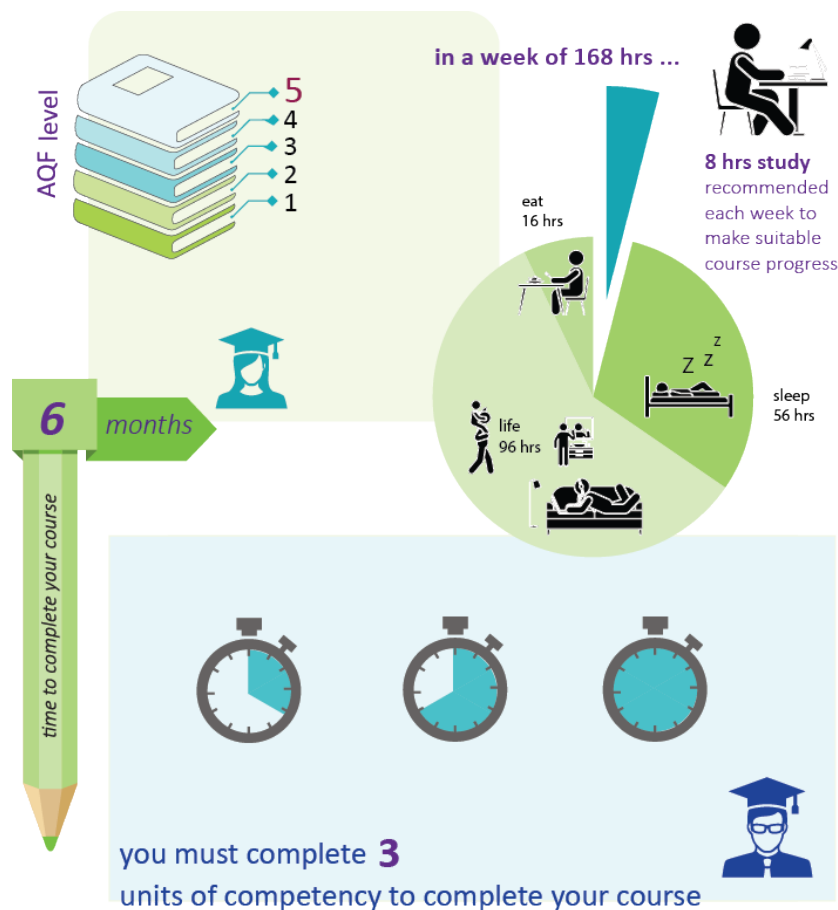
PO Box U199, University of New England NSW 2351

Telephone: (02) 6773 0000

ABN 74 003 099 125

# Contents

- Overview ..... 4
  - Welcome..... 4
  - Contact points..... 4
- Emotional Intelligence for Project Managers Skill Set* ..... 5
  - Aim of the program ..... 5
  - Structure of the program..... 5
  - Accreditation and recognition ..... 6
  - Study workload ..... 6
  - Third party arrangements..... 6



## Overview

### Welcome

Welcome to *Emotional Intelligence for Project Managers Skill Set*, which consists of units from the *Diploma of Leadership and Management BSB50420*. This is a nationally recognised and accredited program presented by UNE Partnerships Pty Ltd, the Education and Training Company of the University of New England.

We are delighted that you have joined the Emotional Intelligence for Project Managers Skill Set program.

### Contact points

As experienced distance education providers, we understand how important communication is. We have used our online site to take advantage of current technology and make sure that information and contact points are up to date and go to the right people, while also giving you the opportunity to use the forms of contact that suit you.

### Administration

If you have any questions of an administrative nature, please contact the student support team via the online site, or alternatively through:

Telephone: 02 6773 0000

Email: [enquiries@unep.edu.au](mailto:enquiries@unep.edu.au)

Mail: UNE Partnerships Pty Ltd  
PO Box U199  
University of New England NSW 2351

### Learning and Assessment

If you would like to discuss program content or assessment requirements, please contact your allocated assessor. You can message them on the online site.

### Customer protection officer

The customer protection officer is responsible for handling any complaints, grievances and appeals to ensure compliance with consumer protection legislation and contractual obligations. The Director of Education is the designated customer protection officer. Contact details are below.

Meg Michell Director of Education

Telephone: 02 6773 0000

Email: [meg.michell@unep.edu.au](mailto:meg.michell@unep.edu.au)

# Emotional Intelligence for Project Managers Skill Set

## Aim of the program

By incorporating emotional intelligence into your project management style, you will understand how to better manage your team, leading to increased morale and motivation, and maximising your team's outcomes while ensuring your project meets its timeline, quality standards and budgets.

## Learning outcomes

On completion of the program you should be able to:

- identify the impact of own emotions in others in the workplace
- recognise and address the emotional strengths and weaknesses of others
- promote the development of emotional intelligence in others
- utilise emotional intelligence to maximise team outcomes
- Develop critical thinking in others
- define a project and develop a project plan
- administer and monitor a project
- finalise and review a project

## Structure of the program

There are three (3) units of competency in this skill set and successful completion of your study would lead to the issuing of a Statement of Attainment for those units completed.

The program is self-directed online study with access to downloadable PDF course material and online interactive learning activities.

The program is offered through online self-directed study, and an outline of the structure for delivery and assessment is provided below. Details of the units of competency in which you are enrolled are available by clicking the links below.

Table 1: Overview or course structure

Course name	Assessment Tasks	Course Duration
<a href="#">BSBPEF502 Develop and use emotional intelligence</a>	Task 1: Knowledge questions Task 2: Recognising emotional strengths and weaknesses in others Task 3: Using emotional intelligence with the team.	8 weeks (56 days)
<a href="#">BSBCRT511 Develop critical thinking in others</a>	Task 1: Knowledge Questions Task 2: Project	8 weeks (56 days)
<a href="#">BSBPMG430 Undertake project work</a>	Task 1: Knowledge questions Task 2: Project	8 weeks (56 days)

You will receive a Statement of Attainment for those units of competency you have successfully completed.

Information on how to submit your work for assessment is provided in the Assessment section of each Course online. Suggestions for managing your study and assessment tasks is also available in the additional support document '[Studying with UNE Partnerships](#)'. It is recommended you access and read that resource in addition to this Program Overview. Should you be unsure of what is required of you, contact your student support team.

## Accreditation and recognition

The competencies gained through successfully completing this program are cross-industry and nationally recognised. You may exit from this Skill Set at any time with a Statement of Attainment for any units of competency successfully completed to that point.

## Study workload

The time it takes you to achieve the competencies required will depend on the amount of relevant learning and experience you have. Students with a moderate level of relevant learning and experience should be able to complete the program requirements in about 8 hours a week of self-directed workplace and individual study over the 6 month period, as outlined in your study plan. Inexperienced students will likely require more time.

You have up to 6 months from enrolment to complete the Management Principles Skill Set. If you fall behind in your schedule, you should contact UNE Partnerships to discuss your progress. An extension to the study period may be available, however additional fees may apply.

## Third party arrangements

UNE Partnerships has not entered into any subcontracting arrangements for the delivery of training and assessment in this qualification.