

# skillup australia™



**Management**  
Nationally Recognised Training

(BSB51107) Diploma of Management



Management the pathway to being a leader



*Add value to your organization  
through the quality of your  
management practices*

## Case study

Skillup Australia was called in to a Manufacturing site where a business plan was being implemented to restructure the organisation to accommodate for market changes and promote globalisation.

This restructuring involved a number of people being promoted to management roles as well as others side moving to different business units at various locations.

All managers, persons targeted to be managers as well as any person who was required to manage, supervise or lead a team undertook the Diploma of Management course. On completion the skills achieved allowed for the transitions to occur seamlessly.

The structural changes were implemented and viewed as a positive move towards the continuous improvement of the company.

## Overview

Learn how to manage the work of others and add value to management practices in any industry or organisation.

This qualification provides skills and knowledge required to perform effectively as a corporate or middle manager, supervisor or team leader managing a workplace, in business and government sectors. Graduates of the Diploma of Management will develop an understanding of the dynamics and principles underlying effective functioning of work groups, as well as the necessary skills to competently function within small and/or large organisations.

The Diploma of Management course is part of the BSB07 Business Services Training Package. This nationally recognised qualification addresses the multiple challenges faced by managers in today's rapidly changing business environment by developing knowledge and skills in management processes, leadership and performance management. It focuses on building practical skills that are relevant across business and industry, including strategic direction and financial planning.

This is a practical, hands-on course which covers innovative approaches to managing people, change management, project management, marketing and customer service, occupational health and safety, managing finances, continuous improvement and compliance.

It is an excellent induction module for newly promoted staff, as well as a valuable resource for the more experienced manager.

## The Skillup Approach

Skillup Australia is a leader in workplace training programs in the primary, secondary and service industries. We achieve results by ensuring that our training programs are:

- Interesting and engaging
- Driven by workplace projects and outcomes
- Monitored by Key Performance Indicators (KPIs)
- Relevant and work-based
- Flexible, innovative and most importantly,
- Built on a partnership between the trainee, trainer and employer



**Call 1300 398 005**  
or visit:  
***skillupaustralia.com***



## Training Program Design

Before commencement of any training program, we undertake an extensive design and development phase which includes:

- Training Needs Assessments
- Business Needs Analysis
- Recognition of Prior Learning (RPL) & Recognition of Current Competencies (RCC)
- Integration of existing workplace systems and programs
- Development and facilitation of workplace projects
- Linking of assessment to project outcomes
- Identifying goals and KPIs for the program
- Ensuring that improvements can be sustained

## Key Learning Outcomes

### Personal

- Communicating effectively in the workplace
- Managing work priorities
- Demonstrating individual responsibility for completing tasks
- Applying skills and knowledge to problem solving
- Effective and efficient delegation of activities to team
- Identify own learning and development needs

### People

- Contributing to team effectiveness
- Resolving issues and conflicts with team members
- Dealing with internal and external clients
- Linking your goals with team goals
- Effective performance management
- Identify team learning and development needs

### Organisational

- Contributing effectively to workplace planning
- Supporting continuous improvement practices
- Using technology in the workplace
- Championing safety in the workplace
- Facilitate change management
- Development of strategies for ascertaining and dealing risks

The Diploma of Management is flexible in the content and delivery and can be designed to meet specific learning outcomes. Additional units can also be imported from other Nationally Recognised Training packages to cater for particular industry skills requirements or to maximise employability of individuals.

## Diploma of Management (BSB51107)

An example of a Diploma of Management program is shown below:

BSBFIM501A	Manage budgets and financial plans
BSBMGT502B	Manage people performance
BSBMGT515A	Manage operational plan
BSBPMG510A	Manage projects
BSBWOR502B	Ensure team effectiveness
BSBMGT516C	Facilitate continuous improvement
BSBINN501A	Establish systems that support innovation
BSBSUS501A	Develop workplace policy and procedures for sustainability

Contact one of our Industry Skills Advisors to discuss your needs.

## Training Materials

At Skillup Australia we develop our own training material for many key areas. This ensures that our programs are interesting and effective. We ensure that our training material meets the learning needs of our clients by using easy to understand visuals and everyday examples.

Skillup Australia's work / resources have been published externally by Aspire and CMI.



Please see our website for AQTF policy and procedures.

[skillupaustralia.com](http://skillupaustralia.com)



National Number

**1300 398 005**