

BSB51915

DIPLOMA OF LEADERSHIP & MANAGEMENT



ASSET AVIATION
INSTITUTE

PROGRAMME INFORMATION



NATIONALLY RECOGNISED
TRAINING

During our Diploma of Leadership and Management workshops you will learn how to: plan, organise, implement and monitor your own workload and the workload of others; use communication skills to support individuals and teams to meet organisational requirements; plan, design, apply and evaluate solutions to unpredictable problems and identify, analyse and synthesise information from a variety of sources. You will learn good leadership principles and logical methods of managing complex systems. This is good stuff if you want to be a leader and a manager.

IS THIS COURSE FOR ME?

This course is for anyone who wants to be a better leader and manager or learn about the subject for the first time. Our Diploma of Leadership and Management offers theory, but also requires participation in learning activities, including leading teams in simulated work environments and presenting ideas to others. The course asks you to lead and manage, and you can't do that by sitting and watching, you must get up and participate. We don't judge, we just teach, so it's a safe environment to practice and learn.

COURSE OBJECTIVES

The objective of this course is to teach you to apply leadership and management knowledge and skills in the aviation industry. Given a variety of aviation workplace scenarios, you are asked to demonstrate autonomy, judgement and defined responsibility in known or changing contexts, using defined leadership models, prescribed business tools and systematic

methods of managing people and processes. The objective of the course extends to coaching and building your confidence to lead and manage in a variety of workplace scenarios.

COURSE DURATION

The course is taught over 12 months. There are two semesters each calendar year. The course units are divided into four workshops. Each workshop is taught in each semester. Students may attend any workshop and work to their own roster, however the course must be completed within 12 months from the date of admission.

For workshop dates visit
www.assstaviation.edu.au

RPL students may enrol in any semester and must complete all assessments within 12 months from the date of admission.

COURSE CONTENTS

WORKSHOP 1: **Leadership foundations** (4 days)

Measure your leadership skills and learn where you need to improve, develop emotional intelligence with a role-play scenario and practice effective communication techniques in our communication simulator.

Workshop Units

- Develop and use emotional intelligence BSLDR501
- Lead and manage effective workplace relationships BSLDR502
- Manage personal work priorities and personal development BSBWOR501

WORKSHOP 2:

Leading people and teams for high performance

(4 days)

If you are a leader or manager you need to be able to work with, lead and manage people. Through group work and discussion with industry guest speakers, we teach you how to get the best performance from yourself and your team.

Workshop Units

- Lead and manage team effectiveness BSBWOR502
- Communicate with influence BSBLDR503
- Manage people performance BSBMGT502

WORKSHOP 3:

Managing business operations (4 days)

Manage yourself and others effectively using standard business tools: operational plans, project management tools and risk assessment templates. Learn to plan, and, control projects and manage risk using our tools and scenario-based methods taken from industry case studies.

Workshop Units

- Manage operational plan BSBMGT517
- Undertake project work BSBPMG522
- Manage risk BSBRK501

WORKSHOP 4:

Managing diversity and continuous improvement

(4 days)

This final workshop discusses continuous improvement, diversity and effective management practices. Learn how to manage diverse groups in an environment of continuous change. You will see how far you have come as a leader, since your first workshop.

Workshop Units

- Facilitate continuous improvement BSBMGT516
- Implement diversity in the workplace BSBLDR504
- Manage Meetings BSBADM502

STUDY MODES

There are two study modes available for the Diploma of Leadership and Management:

- Classroom
- Recognition of prior learning

PREREQUISITES

There are no prerequisites for admission to the class.

There are prerequisites for enrolment to the recognition of prior learning pathway.

RECOGNITION OF PRIOR LEARNING (RPL)

If you have the following experience, you may apply for formal recognition of prior learning.

- Professional flight crew with five years of command experience (Commercial IFR operations in a multi-crew aircraft)
- Government inspector (Flight Operations or Airworthiness) with five years of operational experience as a team leader
- Flight Instructor (Grade 1) with seven years of operational experience
- Manager of flight operations (Base manager, line manager of commercial operations) with five years of operational experience
- LAME with five years of operational experience as a LAME
- Cabin supervisor or manager (aircraft with more than 50 passenger seats) with seven years of supervisory experience
- Safety department supervisor or lead investigator with seven years of operational experience
- Aerodrome supervisor or manager with seven years of operational experience
- Airline ground operations supervisor or manager with seven years of operational experience.

PRICE

Classroom course fee \$7,200*

**Payment plans available on request*

**Recognition of prior learning
fee \$3,600**

Proposed Learner		
Study Dates	Workshop 1:	Workshop 2:
	Workshop 3:	Workshop 4:
Approved by		
Signature:	Date:	



ASSET AVIATION
INSTITUTE

Institute Website:
www.assetaviation.edu.au

Training Portal:
www.aviationclassroom.com

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