



BSB42015 Certificate IV in Leadership and Management

Course Code: 211CLMGAZ **Course Details:** Wednesdays 9:00am-4:00pm (13 sessions) **Trainer:** Sherry Hayward

Session	Unit Code	Unit Name	Session Date	Due Date	Completed
1	BSBWOR404	Develop work priorities	10 March		
2	BSBLDR401	Communicate effectively as a workplace leader	17 March		
3	BSBMGT401	Show leadership in the workplace	24 March		
4	BSBLDR403	Lead team effectiveness	31 March		
5	BSBCMM401	Make a presentation	7 April		
6	BSBINN301	Promote innovation in a team environment	14 April		
7	BSBMGT403	Implement continuous improvement	21 April		
8	BSBCMM401	Make a presentation	28 April		
9	BSBMKG413	Promote products and services	5 May		
10	BSBCUS401	Coordinate implementation of customer service strategies	12 May		
11	BSBMGT402	Implement operational plan	19 May		
12	BSBLDR402	Lead effective workplace relationships	26 May		
13	BSBRISK401	Identify risk and apply risk management	2 June		
<i>This timetable and the order of units is subject to change</i>					

Total classroom time: 84.5 hours (excludes lunch break)

Suggested homework per week: 8 hours

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