



# Workplace Skills Development

**Do you want to develop your skills in Management?**

## **BSB51107 Diploma of Management**

Workplace Skills Development are delivering BSB51107 Diploma of Management. This qualification reflects the role of individuals who are engaged to manage the work of others or to add value to or review management practices.

### **Description:**

Their role may be in any industry or organisational setting. Typically people in these roles will have considerable experience in their respective industries or vocational areas and combine an informed perspective of specific work requirements with their managerial approaches. The qualification requires a sound theoretical knowledge base and managerial competencies to plan, carry out and evaluate own work or the work of a team.

Managers provide leadership and guidance to others and take responsibility for the effective functioning and performance of the team and its work outcomes. The potential job roles available are:

- Team Coordinator
- General Manager
- Divisional manager
- Team Leader
- Manager



### **Units:**

A Total of 8 units. An overview includes:

- Manage quality customer service
- Manage budgets, financial and operational plans
- Manage people performance
- Undertake project work
- Manage risk
- Ensure team effectiveness
- Support the recruitment, selection and induction of staff

**On successful completion of this course a Qualification is issued by Workplace Skills Development.**

### **Methodology**

- Self-paced learning with face to face training sessions
- Ten (10) days face to face learning in PNG
- Eight (8) webinars learning support
- Required a minimum of 8 people to run this qualification

**Course Duration: 8 to 12 Months**

**Total Cost: PGK11,000 Plus GST**

**Contact Workplace Skills Development for more details.**

### **Contact**

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