

Public Programs 2009



A **RUBICOR** COMPANY

*Develop management capability within your organisation
across middle and senior management*

DIPLOMA OF MANAGEMENT BSB51107



Locher's Diploma of Management program utilises an innovative model to ensure a cross section of adult learning techniques are applied, which will ensure there is strong behavioural development and change amongst the participants will be engaged. The program will incorporate a range of creative tools to inspire, challenge and support leadership growth amongst the participants. The program incorporates elements which will encourage self-management of the learning.

Objectives of the Program include:

- *Developing the specified range of competencies required for managers operating at an advanced level*
- *Demonstrating application of competencies through workplace examples*
- *Delivering quantifiable improvement for the organisation through strategic improvements*
- *Evaluating own ongoing professional development needs and take ownership for self development*
- *Taking responsibility for managing self to meet challenges of the workplace*

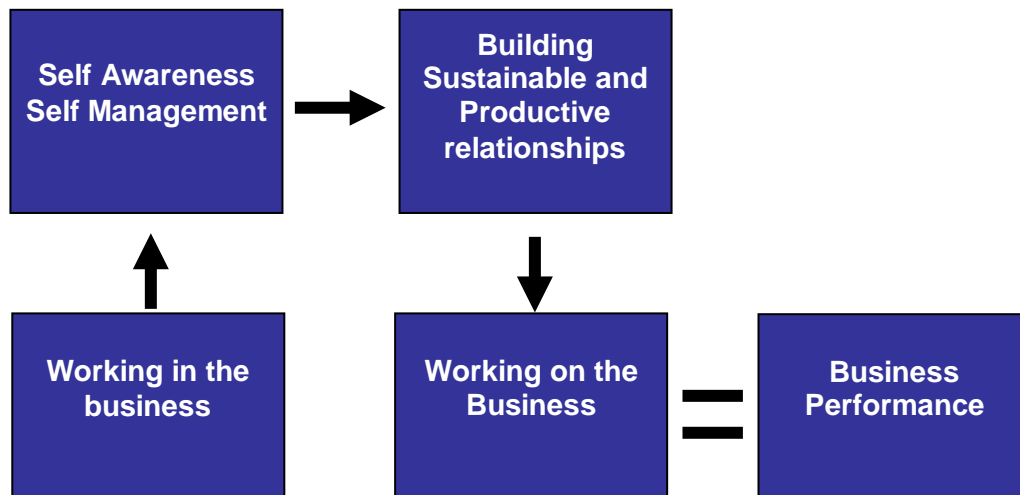


To find out more or please see full program brochure attached or contact Locher Human Resources on 08 8201 1133 or visit our website at www.locher.com.au

Diploma of Management BSB51107

PROGRAM PHILOSOPHY

Locher's Diploma of Management is underpinned by two overarching philosophies. The first model illustrates the journey one must take from working in the business to working on the business. An individual works in the business as a result of the development of high level technical competence in addition to extensive tenure. For one to transition to working on the business, a process of coaching and mentoring is required, leading to self discovery and awareness, to engage in self management and development while focusing on building sustainable and productive relationships. The below model illustrates the transition required to enable a manager or technical leader to build capacity to work on the business. Locher's Management Development focuses on self awareness, self management and building sustainable and productive relationships.



The ***Diploma of Management program*** will focus on developing management capability within your organisation across middle and senior management of a business. Specifically, the objectives for the program include:

- > To build a strong and cohesive team who work together with shared understanding and towards the same organisation objectives;
- > To build links between business divisions to promote co-operative and cross-functional approaches to key issues;
- > To build management capability to ensure that managers have skills and knowledge to operate as effective leaders;
- > To equip managers with methods for managing difficult situations; and
- > To build a team of managers who demonstrate the values of the organisation in their behaviours.

KEY ACTIVITIES

- > Completion of a Hogan's Assessment providing an accurate picture of participant's strengths and development opportunities.

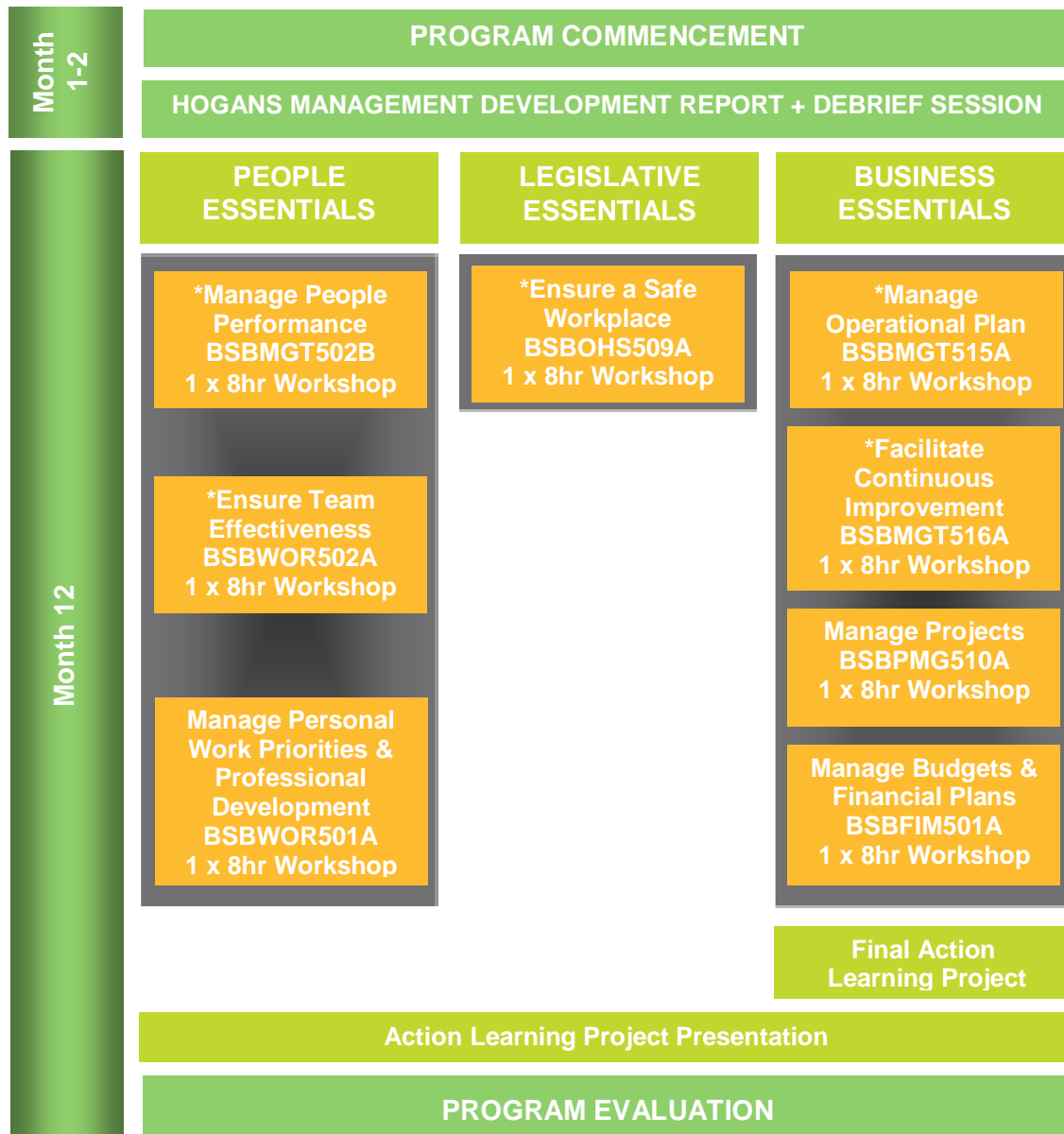
A Hogan assessment details the well known personality dimensions or characteristics that influence occupational success. This assessment is based on the participants' scores in these dimensions; it describes how they are likely to act in various circumstances. It also notes the participants' strengths and development opportunities.

The participants will receive a management development report which is concerned with how a person is seen by others with their own distinctive interaction style or reputation. The scores are designed to predict how a person will be described by others therefore giving the participants a greater level of self awareness. It presents this information with a focus on a person's potential performance as a manager.

- > Participants will attend a half day de-brief session. The session will provide participants with an insight into their individual report and assist them in planning their personal leadership development plan.

Program Model

Diploma of Management (BSB51107)



Program Overview

The Diploma of Management program utilises an innovative model to ensure a cross section of adult learning techniques are applied, which will ensure there is strong behavioural development and change amongst the participants will be engaged. The program will incorporate a range of creative tools to inspire, challenge and support leadership growth amongst the participants. The program incorporates elements, which will encourage self-management of the learning.

It is critical that the learning methodology addresses both the competencies and provides value back to the organisation. We propose an innovative model to ensure a cross section of adult learning techniques are applied which will ensure there is strong behavioural development and change amongst the participants. The program will incorporate a range of creative tools to inspire, challenge and support management growth amongst the participants.

Integrated Competency development is a suggested format for learning and assessment of the competencies. This format will engage participants to allow for dissemination of information and knowledge and facilitate the process of workplace application. A culmination of activities will integrate the formal and informal processes of learning. The suggested methodologies include workshops, projects, project presentation and workplace verification and assessment.

NATIONALLY ACCREDITED MODULES (*CORE MODULES)

> ***Manage People Performance *BSBMGT502B***

This unit describes the performance outcomes, skills and knowledge required to manage the performance of staff who report to them directly. Development of key result areas and key performance indicators and standards, coupled with regular and timely coaching and feedback, provide the basis for performance management.

> ***Ensure Team Effectiveness *BSBWOR502A***

This unit describes the performance outcomes, skills and knowledge required to facilitate all aspects of teamwork within the organisation. It involves taking a leadership role in the development of team plans, leading and facilitating teamwork and actively engaging with the management of the organisation.

> ***Manage Personal Work Priorities and Professional Development BSBWOR501A***

This unit describes the performance outcomes, skills and knowledge required to manage own performance and professional development. Particular emphasis is on setting and meeting priorities, analysing information and using a range of strategies to develop further competence. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

> ***Ensure a Safe Workplace *BSBOHS509A***

This unit describes the performance outcomes, skills and knowledge required to establish, maintain and evaluate the organisation's occupational health and safety (OHS) policies, procedures and programs in the relevant work area in accordance with OHS legal requirements.

> **Manage Operational Plans *BSBMGT515A**

This unit describes the performance outcomes, skills and knowledge required to develop and monitor implementation of the operational plan to provide efficient and effective workplace practices within the organisation's productivity and profitability plans. Management at a strategic level requires systems and procedures to be developed and implemented to facilitate the organisation's operational plan.

> **Facilitate Continuous Improvement *BSBMGT516A**

This unit describes the performance outcomes, skills and knowledge required to lead and manage continuous improvement systems and processes. Particular emphasis is on the development of systems and the analysis of information to monitor and adjust performance strategies, and to manage opportunities for further improvements. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

> **Manage Projects BSBPMG510A**

This unit describes the performance outcomes, skills and knowledge required to manage a straightforward project or a section of a larger project. This unit addresses the management of projects including the development of a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learnt for application to future projects. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

> **Manage Budgets and Financial Plans BSBFIM501A**

This unit describes the performance outcomes, skills and knowledge required to undertake financial management within a work team in an organisation. This includes planning and implementing financial management approaches, supporting team members whose role involves aspects of financial operations, monitoring and controlling finances, and reviewing and evaluating effectiveness of financial management processes in line with the financial objectives of the work team and the organisation.

Fee Structure

The Diploma of Management will be completed over the 12 month period with the attendance of class room workshops and including non-contact time. Completion of the full Diploma includes the following:

Includes:

- > Hogan Assessment and Feedback Session (including Development Report)
- > Workshops Clusters:
 - *People Essentials (3 units)*
 - *Legislative Essentials (1 unit)*
 - *Business Essentials (4 units)*
- > Program Materials and Kris Kole textbook
- > Reflection Journal and Workplace Verification
- > Assessment and Accreditation
- > Workshop Evaluations
- > Action Learning Project and Presentation
- > Issuance of Certificate

TOTAL FEE \$4,200.00

(Start date: *SEPTEMBER 2009*)

**For further details please contact one of our consultants
(via email or telephone on (08) 8201 1133),
or download the registration form by clicking [here](#).**



KATE CARTER
Manager,
OD Strategic Projects
Registered
Psychologist
katec@locher.com.au



LILY MARAS
Senior Organisational,
Development
Consultant
lilym@locher.com.au



NICHOLE TIERNEY
General Manager,
Client Engagement
nicholet@locher.com.au