

BSB51918

Diploma of Leadership and Management

training—where knowledge + health meet

AMA Skills Training is a business unit of Australian Medical Association (South Australia) Inc., which is the peak representative body for the medical profession formed in 1879. AMA Skills Training is a Registered Training Organisation (RTO No. 40880) under ASQA Standards for Registered Training Organisations (RTOs) 2015.

We were established to develop and deliver training specifically for the Primary Health Care sector and to issue parchments/certificates and statements of attainment for nationally accredited qualifications and units of competency.

All our courses are based on a blended delivery:-

- ▶ face to face
- ▶ self paced learning
- ▶ workplace learning
- ▶ webinars
- ▶ online
- ▶ RPL

Our flexible delivery focuses on practical components of study as well as real work situations with choices of delivery times. Our delivery staff include members of the Health workforce who are practitioners with extensive and current experience in the Health industry.

Course Description

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts. Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements. They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

Occupational Titles

Occupational titles for these workers may include:-

- | | |
|--------------------------------|--------------------------------|
| ▶ Medical Practitioner | ▶ Business Development Manager |
| ▶ Business Manager | ▶ Corporate Services Manager |
| ▶ Office Manager | ▶ Operations Manager |
| ▶ Information Services Manager | ▶ Production Manager |
| ▶ Public Sector Manager | ▶ Senior Manager |

Course Scope

This course is nationally recognised and requires 12 units for award of the qualification.

- | | |
|----------------|--------------------|
| ▶ 4 core units | ▶ 8 elective units |
|----------------|--------------------|

Further information will be provided at the course induction session.

For more information please contact:

Training Manager

AMA House | 2nd Floor, 8/161 Ward Street | North Adelaide SA 5006

PO Box 134 | North Adelaide SA 5006

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Units of Competency

Code	Title
Core	
BSBLDR511	Develop and use emotional intelligence
BSBMGT517	Manage operational plan
BSBLDR502	Lead and manage effective workplace relationships
BSBWOR502	Lead and manage team effectiveness
Electives	
BSBCUS501	Manage quality customer service
BSBFIM501	Manage budgets and financial plans
BSBMGT502	Manage people performance
BSBR501	Manage risk
BSBWHS521	Ensure a safe workplace for a work area
BSBWRK520	Manage employee relations
BSBINN502	Build and sustain an innovative work environment
BSBHRM512	Develop and manage performance-management processes



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