

THE HUMAN LEADER PROGRAM



WHO:

Developed to support both new supervisors and supervisors who have limited or no training in the “human” side of managing a team.



WHY:

Exceptional human skills make all the difference for exceptional workplace outcomes for individuals, managers and the business. These skills are taught and refined in the Human Leader program.



WHAT:

11 modules, 1 year program

WHERE:

Mudgee - March 2020 &
Singleton - July 2020



DETAILS:

QUALIFICATIONS GAINED:
BSB51918 Diploma of Leadership & Management

FEE:
\$5000.00 per person, group rate available on application

CANCELLATION FEE:
10 days notice or full fee applies

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RE-THINK THE HOW OF HR



SPECIALIST HYDRAULICS AND TRAINING

DIPLOMA OF LEADERSHIP & MANAGEMENT

1. Emotional Intelligence - There is much research that tells us that the level of Emotional Intelligence we have is directly connected to how successful our lives are. To understand our own emotional world allows us to empathise and connect with others around us in a way that is healthy, successful and useful.
2. Managing Yourself and Others -. Time management and personal work priorities. Learning to Manage yourself, your time, your own priorities is the key to then supporting others to manage theirs. If you are trying to manage others and don't have these skills, you will lack the credibility you need to be a Supervisor or a Manager.
3. Effective Communication Skills - Learning how to speak, listen, question, read body language and to develop the art of being able to successfully communicate our key messages to another human is the most useful thing that we can learn. There are many people who are technically good at what they do but are not the best communicators.
4. Coaching for Performance - Understanding how to Coach another person can help you to tap into their potential and possibilities. If you are managing a large team, a coaching style is the only way that will allow you to get the long-term sustainable business results that you are looking for. Teach people to be forward thinking, to understand the implications of their decisions and to put their wellbeing first.
5. Getting Your people on the Bus – Having the right people in the right place at the right time is the secret to your organisations functioning at a high level. There are systems and tools available to help support you in the decisions of who you hire, when you hire them and why. Recruitment & Selection can be a highly strategic activity if done right.
6. Brave Conversations -Conversations allow us to focus on what is important, communicate key concepts and priorities and to adjust expectations of individuals around us. Knowing who to speak to, how to speak with them and what to speak about is the art of a Brave Conversation.
7. Leading Performance - Learning to understand and to manage your own beliefs, behaviours, thinking and feelings is perhaps the most important thing that we can all do in our lives. Doing this then allows us to support, develop and engage with others and to make our lives easy and great
8. Ensure a safe workplace (online) -Safety is one of the most important aspects of understanding how an organisation works, if you can have policies, procedures and guidelines as well as behaviours that point to positive safety practices then you are halfway there. The other part is understanding how they all interact with each other to form a Safety based Culture at an Organisational level.
9. The Human Workplace – Working in a workplace that prioritises respect, kindness and compassion to other humans is a unique experience. Understanding the role of these in creating a respectful workplace free from Bullying & Harassment is critical to being a successful Leader or Manager.
10. We are all in this together- Google has researched High Performing Teams and talks about the importance of Psychological Safety as a critical basis for all other team behaviour. Understanding what this is and how to create this important building block is the foundation for all other team activities.
11. Manage Operational Plans (Online) – Planning, costing and managing those plans is an important part of the business equation. This allows everyone to know what is coming next and what to anticipate in their workflow coming up.

On completion of the Diploma of Leadership and Management, the following Units of Competency will be met:

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| BSBLDR511 | Develop and use emotional intelligence |
| BSBLDR502 | Lead and manage effective workplace relationships |
| BSBMGT517 | Manage an operational plan |
| BSBWOR502 | Lead and manage team effectiveness |
| BSBWHS501 | Ensure a safe workplace |
| BSBWRK520 | Manage employee relations |
| BSBWOR501 | Manage personal work priorities and professional development |
| BSBMGT502 | Manage people performance |
| BSBHRM512 | Develop and manage performance management processes |
| BSBLDR513 | Communicate with influence |
| BSBHRM405 | Support recruitment selection and induction of staff |
| BSBLED501 | Develop a workplace learning environment |
| BSBLDR504 | Implement diversity in the workplace |

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NATIONALLY RECOGNISED
TRAINING

Australian 
Qualifications
Framework