

BSB40520

Certificate IV in Leadership and Management

- Get the skills that employers really want.
- Unrivalled support. Delivered with care.
- Absolute flexibility. Your way, your terms.

The practical skills to be a great leader

You may have heard the saying “great leaders are born, not made”. What you might not know is the theory behind it is old as dirt (it’s been a thing since 1840). And pretty unhelpful.

Great leaders are (mostly) made. Psychologists, anthropologists and other smart cookies have done a ton of studies on this in the last century. They’ve found that leadership can be learned and developed. And you don’t have to wait around for work experience and other real-life challenges to stretch your management and leadership skills, either. You can get a head start with practical training.

Monarch’s Certificate IV in Leadership and Management is the perfect intro for learners who have the drive and ambition to step up, and can’t wait to get stuck in. You’ll cover everything from essentials like operations management, to leadership qualities like motivation and inspiration, that’ll help you stand out of the crowd.

What does the course cover?

- **Team leadership, role modelling, and having tough conversations**
- **How to have effective, productive workplace relationships**
- **Organising teams and individuals for tasks and projects**
- **Advanced critical thinking and communication**

Key benefits

Nationally recognised

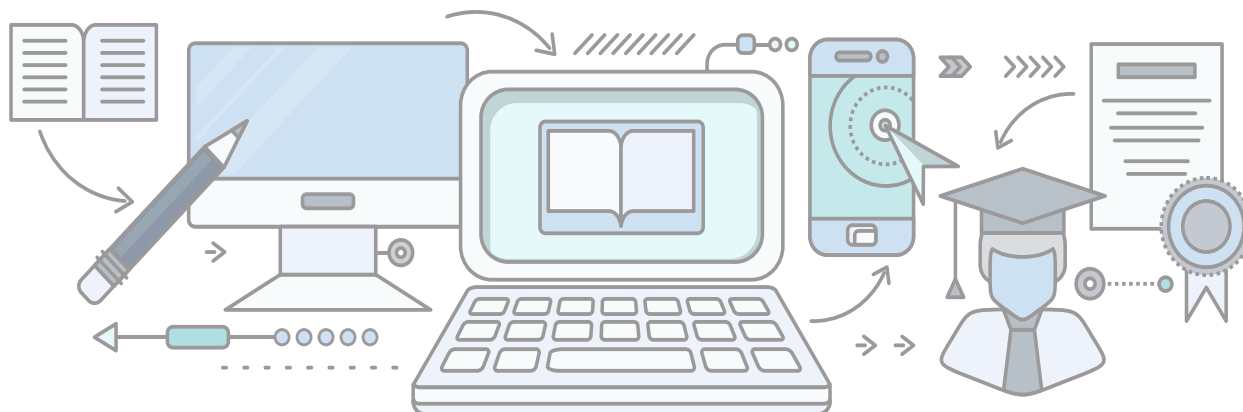
This course is accredited all around the country, so you can use it as a pathway to work or further study no matter where life takes you.

Built for the real world

Start picking up skills and best-practice tips you can use in your work from day one.

Show employers you’re ready to step up

A Certificate IV qualification is a great way to show employers you’re serious about fulfilling your potential – and that you’ve got the skills they want in a manager.



Study online. With a difference.

This course has been developed to give you absolute flexibility. Study on your couch, on public transport, on your break at work, out in the park – wherever and whenever you like. The best part is, with Monarch Institute, 'online' doesn't mean 'alone'. You'll be backed by our trainers at every step along the way. You'll get:

- Easy-to-follow course materials
- Videos and webinars
- Heaps of support from your course trainers (phone, email, Zoom)
- A dedicated admin team on hand to guide you
- Online assessments
- Access to a student Facebook group

What is the course duration?

Most students complete this course within 12 months. This allows time to fit study around other work and social commitments. But if you're keen to get qualified sooner, it's possible; chat to one of our course consultants to find out how.

Your completion time frame depends on your previous education, work experience, time availability and work rate. For example, if you're completing your practical exercises as part of your work duties, you could kill two birds with one stone! Of course, if you're having trouble wrapping your head around a concept or assessment piece, you can always reach out to your trainer for support.

What is the course structure?

This course is delivered completely online. This means you'll access your learning and assessment resources using an online portal. You can access this anywhere and anytime.

You'll need to study a total of 12 nationally recognised units.

What are the entry requirements?

There are no formal entry requirements. Just bring your drive, motivation and passion for the industry. That said, if this is your first time studying at this level, we'll need to check your levels of English and maths before you enrol. People with disabilities are encouraged and supported to apply.

Course costs

Monarch's courses are competitively priced.

Check our website for the most up-to-date prices at www.monarch.edu.au/courses or call us on 1300 738 955.

Nationally recognised units

Module 1 / Learning to Lead

- BSBXTW401 Lead and facilitate a team
- BSBLDR411 Demonstrate leadership in the workplace
- BSBCMM412 Lead difficult conversations

Module 2 / Workplace Relationships

- BSBTWK401 Build and maintain business relationships
- BSBLDR413 Lead effective workplace relationships
- BSBPEF502 Develop and use emotional intelligence

Module 3 / Planning for Success

- BSBOPS402 Coordinate business operational plans
- BSBPEF402 Develop personal work priorities
- BSBOPS405 Organise business meetings

Topic 4 / Leading in the future

- BSBXCM401 Apply communication strategies in the workplace
- BSBCRT411 Apply critical thinking to work practices
- BSBPMG430 Undertake project work



Jobs and career pathways

Leadership and management isn't just about being in charge or climbing a ladder. While the extra pay is a bit of a bonus, it's also an incredibly satisfying career path. No matter the industry you're in, it's your chance to have an impact far beyond what you can do as an individual. You'll get the incredible satisfaction of helping your organisation run more efficiently and smoothly than ever before and guide newbies through the challenges of getting started in your industry. In other words, you can be the awesome boss you've always wanted to have.

Key opportunities include:

- Team leader
- Supervisor
- Junior manager
- 2IC / assistant manager
- Shift manager
- Trainer
- General manager



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employers really want.**



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Industry insights



Employment/positions projection

9.2% growth to 2029



Earnings (average full time)

\$2,712 per week



Full time vs part time

90% full time

Manage things, lead people

There's a big difference between being a manager and being a leader. A manager has great control over systems, budgets, processes, and, sometimes, people. A leader is inspiring. They guide their team and make them genuinely believe in the organisational goal. You don't have to choose a path; you can be both.

According to the Workplace Engagement Index 2024, 83% of employees felt more motivated at work when they had a supportive manager. However, only 1 in 4 would recommend their manager. There is a major skill gap in the field of management. In the Certificate IV in Leadership and Management, you'll learn how to support and guide your employees to be the best they can be - and get those skills employers are looking for.

Sources: Jobs and Skills Australia Labour Market Insights 2024, Seek Career Advice 2024, ABS Employee Earnings and Hours 2023, The Workplace Engagement Index 2024

Why choose Monarch Institute?

**You need a different learning experience.
We're ready to deliver.**

Expertise

- ✓ Courses developed with leading academics and industry associations
- ✓ Delivered by brilliant trainers who work with corporate leaders
- ✓ Learn from professionals using real world case studies

Flexibility

- ✓ Fit study around work, family, life
- ✓ Start immediately, or down the track
- ✓ Flexible payment options

Support

- ✓ Dedicated team of trainers and support staff on hand to guide you
- ✓ Up to date, easy to understand course materials
- ✓ Fast assessment turnaround times with comprehensive trainer feedback

Enrol today

Chasing your dream job? Ready to level up in your career?
Start your course with Monarch Institute today.



To discuss the course that's right for you call
1300 738 955



To find out more information email
info@monarch.edu.au



To enrol, visit our website
www.monarch.edu.au

