

Diploma of Leadership and Management BSB51918 | DP-BT14

Semester 2 2020 Timetable: 27 July to Friday 4 December

CIT Campus: Reid

MONDAY	9.30-11.30pm TERM 3 - Blended delivery Workshops 27 July, 10 and 31 August - BSBWOR501 Manage personal work priorities	12-2pm BSBHRM501 Manage Human Resource Services	2.30-4.30pm BSBRSK501 Manage Risk	5-6.45pm BSBRSK501 Manage Risk	
	9.30-11.30pm TERM 4 Blended delivery Workshops 12 & 26 October, 16 November - BSBMGT516 Facilitate Continuous Improvement				
TUESDAY		12-2pm 12 Weeks BSBMGT502 Manage People Performance	2.30-4.30pm BSBHRM501 Manage Workforce Planning	5-6.45pm BSBFIM501 Manage Budgets and Financial Plans	
WEDNESDAY			2.30-4.30pm Term 3 Manage Operational Plan 2.30-4.30pm Term 4 Lead and Manage Effective Workplace Relationships	5-8pm Term 3 BSBLDR511 Develop and use emotional intelligence AND 5-8pm Term 4 BSBWOR502 Lead and Manage Team Effectiveness	
THURSDAY		12-2pm (if required) BSBHRM405 Support the recruitment, selection and induction of staff	2.30-4.30pm BSBMKG501 Identify and evaluate marketing opportunities	5-6.45pm 12 weeks BSBADM502 Manage Meetings 5-6.45pm BSBWRK520 Manage Employee Relations	6.45-8.30pm BSBPMG522 Undertake project work

Semester 202020: Monday 27 July to Friday 4 December

- **Term 3** – Monday 27 July to Friday 25 September
- **Term 4** – Monday 12 October to Friday 4 December
- **Term break (holiday)** – Monday 28 September to Friday 9 October 2020

Students are encouraged to bring their own electronic device or laptop to class.

Subject	Semester two 2020	Semester one 2021 proposed offering
To complete the Diploma of Leadership and Management choose 12 subjects following the rules below		
Complete all four core subjects		
BSBLDR511 Develop and use emotional intelligence MGNT789 TERM 3	Evening	Day
BSBWOR502 Lead and Manage Team Effectiveness MGNT485 TERM 4	Evening	Day
BSBMGT517 Manage Operational Plan MGNT768 TERM 3	Day	Evening
BSBLDR502 Lead and Manage Effective Workplace Relationships MGNT766 TERM 4	Day	Evening
You need a total of 8 units from the following two sections		
Complete at least 4 of the following subjects		
BSBMGT502 Manage People Performance MGNT335 12 WEEKS	Day	Evening
BSBFIM501 Manage Budgets and Financial Plans MGNT535	Evening	Day
BSBPMG522 Undertake Project Work PROJ197	Evening	Day
BSBRSK501 Manage Risk MGNT615	Day and Evening	Evening
BSBWOR501 Manage personal work priorities and professional development MGNT389 TERM 3	Blended	Blended
BSBMGT516 Facilitate Continuous Improvement MGNT544 TERM 4	Blended	Blended
BSBHRM405 Support the Recruitment, Selection and Induction of Staff MGNT755 (See Cert IV in Leadership and Management C4-BT06 Timetable for times) NOTE: If you completed this subject in your Certificate IV, you don't need to do it again.	Day and Evening	Day and Evening
Complete no more than 4 of the following subjects		
BSBMKG501 Identify and Evaluate Marketing Opportunities MKTG151	Day	Evening
BSBWRK520 Manage Employee Relations MGNT794	Evening	Day
BSBHRM513 Manage Workforce Planning MGNT753	Day	Evening
BSBHRM501 Manage Human Resources Services MGNT330	Day	Evening
BSBADM502 Manage Meetings ADMN150 12 WEEKS	Evening	Day