Managers and supervisors have significant and important roles within an organisation including team development, recruiting staff, managing performance issues, leadership, managing safety and risk.

The Diploma of Leadership & Management is designed to give you the practical skills, knowledge and understanding required to manage all aspects of a business and providing you with the tools and strategies to manage yourself, others and the organisation.

Gain the skills that will enhance your capabilities in management. Our highly skilled and experienced management facilitators will help you to make your career goals a reality.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>BSB51915</th>
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<tbody>
<tr>
<td>Duration</td>
<td>9 Months</td>
</tr>
<tr>
<td>Study Mode</td>
<td>On Campus or Online</td>
</tr>
<tr>
<td>Course Cost</td>
<td>$7,440 (from $74 p/w)</td>
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<tr>
<td>Average Salary</td>
<td>$50,200*</td>
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<tr>
<td>Career Opportunities</td>
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<td></td>
<td>Store Manager</td>
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<td>Frontline Manager</td>
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<td>Business Manager</td>
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<td>Office Manager</td>
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<td>Warehouse Manager</td>
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<td>Operations Manager</td>
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<td>Distribution Manager</td>
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Topics Covered

- Budgets and financial plans
- Time management
- Operational planning
- Workplace Safety
- Emotional intelligence
- Recruitment & selection
- Marketing opportunities
- People management
On Campus:
- 9 Month Course
- 3 Units of Study
- Classes are run 2 days per week
- Class days are Mon & Tues or Wed & Thur (Depending on intake date and location)
- Tutorial days are held on Friday
- Classes are held from 9am to 3pm

Online:
- 9 Month Course
- 3 Units of Study
- Course facilitator available to contact for assistance
- Option to fast pace your studies
- Extended period of time to submit assessments to cater for work, life and study commitments
- Unlimited tutoring and student support
- Students welcome to attend Colleges to use computers or for face to face support

Resource Requirements:
- A desktop computer or laptop
- Broadband internet connection
- Email

Payment Plans & Discounts:
Payment plans are available from as little as $74 per week. Investing in your future has never been so affordable. Save up to 10% by paying for your course upfront.

Further Study Options:
- Advanced Diploma qualifications
- University studies
Completing this Diploma may give you credit towards your university degree. Benefits will vary with each university and the degree you choose to undertake.

Entry Requirements:
Applicants should be at least 17 years of age and have a good understanding of English and Numeracy. Applicants will achieve an Exit Level 3 in the Reading and an Exit Level 2 in the Numeracy assessment provided upon enrolment. Alternatively, applicants will have previously completed year 12, or a Diploma or higher level qualification.

You will need to have intermediate computer skills and be able to communicate using email.
You must have basic word processing skills to be able to create documents, spreadsheets or presentations. You must have the ability to research using the internet.

What's included:
All text books and learning materials are provided for you as part of the course.

Graduate Stories
Matthew was offered a position at University to study International Relations a week after completing his Diploma. He has also gained employment as a sales manager with a roofing company in Adelaide.

“The best time to plant a tree was 20 years ago. The second best time is now.” - Chinese proverb. Are you the next #stxgraduate to change the course of your life?

 ITS YOUR MOVE

enquiries@strategix.edu.au
1300 872 464
www.strategix.edu.au