



wisdom

Advanced Diploma of Management (BSB60407)



Strategically leading your organisation to success

Overview

This program, which WISDOM is seeking funding for under the Australian Government's Productivity Places Program (PPP), is designed for senior managers who are seeking to expand their management skills and further develop their business to meet the demands of an ever changing environment.

The Advanced Diploma of Management program focuses on both strategic and operational aspects, allowing managers to effectively plan and manage their future business success.

The program is aimed at meeting the needs of business people who are running their own business, or are senior managers and/or directors in a senior management role.

Benefits

- Achieve a nationally recognised qualification.
- Enhance business management skills, critical to senior managers.
- Share experiences and knowledge with other participants, potentially building key relationships.
- Increase knowledge of leading Australian and International management and business practices.
- Directly improve business practices by using or developing actual workplace examples in activities and assessments.
- Learn from experienced facilitators who will share their expertise in business and work closely with you to achieve your qualification.
- Obtain a formal qualification with limited financial outlay, if your application is successful.

Qualification

Upon successful completion of the program, you will be issued with the Advanced Diploma of Management (BSB60407).

The program has been designed to meet the needs of all business environments and includes the following eight units of competency:

- BSBMGT616A Develop and implement strategic plans
- BSBMGT617A Develop and implement a business plan
- BSBMKG 609A Develop a marketing plan
- BSBMGT615A Contribute to organisation development
- BSBMGT605B Provide leadership across the organisation
- BSBINN601B Manage organisational change
- BSBMGT608C Manage innovation and continuous improvement
- BSBWOR502B Ensure team effectiveness.

WISDOM facilitators will guide you through these units, sharing their expertise and using leading edge methodologies to create a fun and focused learning environment.

Commitment

The face-to-face commitment to complete this qualification is 12 half-day workshops between March and October 2012. Additional online and work based activities will also be required.

Recognition of Prior Learning (RPL)

WISDOM offers all prospective learners for the Advanced Diploma of Management BSB60407 Recognition of Prior Learning (RPL).

RPL is an assessment process that recognises current skills and experience gained from work, life experience, or formal study.

The assessment process will involve you collecting evidence against the requirements of each of the units of competency. Your assessor will support you to gather this evidence and will then examine the evidence you provide to prove you have the necessary knowledge and skills for RPL.

Your evidence can include

- samples of work, projects and materials
- third party input from managers and/or peers
- written reports
- interviews with your assessor.

For further details on how you can initiate the RPL process, please call our team on 02 6257 8588.

Eligibility

The Productivity Places Program is a joint Commonwealth and ACT Government initiative and to be eligible for this funding you:

- cannot be currently enrolled in post secondary education, or training
- can only apply for a place on one PPP funded course
- cannot have previously accessed a PPP funded course, otherwise your employer will be required to provide evidence to substantiate the additional training need, which must be at a higher level than that previously completed
- cannot be eligible for User Choice funding
- will be required to sign a training plan
- will be required to provide proof that you are
 - an Australian citizen, permanent resident of Australia or a person who is in Australia on a humanitarian refugee visa
 - that you live or work in the ACT.

Please note that funding is limited and not all applications will be successful.

Cost

If your application is successful the contribution to obtaining this formal qualification will be \$800.

The WISDOM experience

At WISDOM you get more than a qualification – you get the WISDOM experience.

WISDOM applies an active, learner-centred model, underpinned by contemporary adult learning theory. As a result the focus is always on ensuring the learning:

- can be directly related back to your workplace
- has the flexibility to meet your needs
- involves interactive activities such as group discussions, case studies and scenarios.

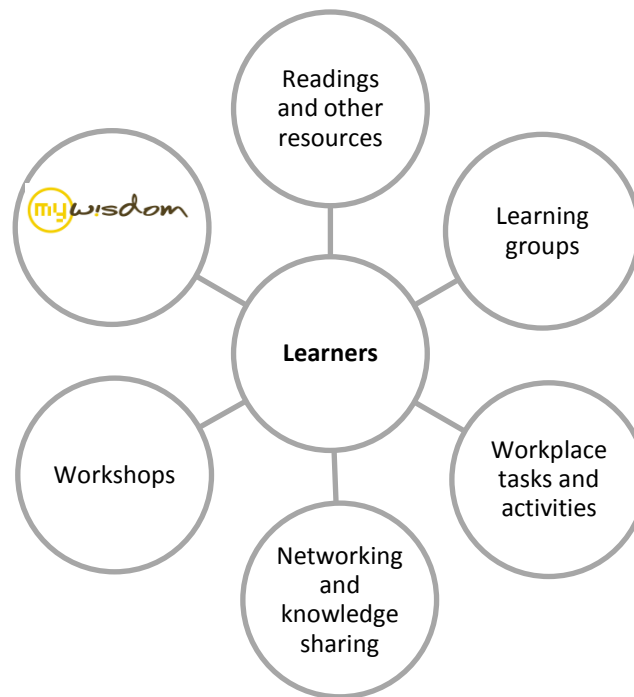
To support your learning WISDOM provides:

- access to experienced facilitators who support you throughout the qualification
- prompt and friendly administrative support
- a comprehensive manual
- a *Words of WISDOM* custom text, developed specifically for WISDOM's business training
- workshop materials and resources
- useful readings, handouts and links
- gourmet catering for each workshop
- easy access to parking.

The face-to-face delivery is held at WISDOM's state-of-the art learning centre at Fairbairn in the airport precinct. The centre offers a spacious, quality learning environment for a true change from day-to-day business.

Learning Model

The Advanced Diploma of Management program applies accelerated learning techniques using the WISDOM Way Learning Model. Benefits of the model include sharing of knowledge and experience, immediate application of learning and support and assistance from qualified, experienced facilitators.



Learning activities can include:

- **Workshops/ Learning groups:** Structured learning sessions that provide the key content of the program and a range of learning activities.
- **myWISDOM:** The WISDOM virtual learning environment 'myWISDOM' is an online learning space that provides participants with the opportunity to collaborate, share links and resources and reflect upon and discuss their learning journey.
- **Networking and knowledge sharing:** Participants enhance learning through sharing knowledge, experience and resources within and outside workshops/learning groups. WISDOM assists and encourages participants to network to augment learning and knowledge sharing and the development of business networks and collaborative professional relationships.
- **Readings and other resources:** Participants are provided with resources that underpin learning and provide the depth and breadth of the program's content. Readings and resources will reflect contemporary theories, models and best practice guidelines.
- **Workplace tasks and activities:** Participants undertake a range of practical tasks and activities relevant to modern organisations. These tasks and activities will form the majority of the assessment requirements for the program.

Interested?

To find out more about this exciting opportunity please contact our friendly team on **02 6257 8588** or email info@wisdomlearning.com.au.

**Advanced Diploma
of Management
(PPP)***

*please note this
schedule is subject
to change

Event	Date	Time
Develop and implement strategic plans	Thursday 29 March 2012	9:00am - 12:30pm
Develop and implement business plan	Thursday 12 April 2012	9:00am - 12:30pm
Develop a marketing plan	Thursday 26 April 2012	9:00am - 12:30pm
myWISDOM	Thursday 17 May 2012	Online activity – no attendance required
Assessment Day	Thursday 31 May 2012	9:00am - 12:30pm
Contribute to organisation development	Thursday 14 June 2012	9:00am - 12:30pm
Provide leadership across the organisation	Thursday 28 June 2012	9:00am - 12:30pm
Provide leadership across the organisation	Thursday 12 July 2012	9:00am - 12:30pm
Manage organisational change	Thursday 26 July 2012	9:00am - 12:30pm
Manage innovation and continuous improvement	Thursday 9 August 2012	9:00am - 12:30pm
Ensure team effectiveness	Thursday 23 August 2012	9:00am - 12:30pm
Ensure team effectiveness	Thursday 6 September 2012	9:00am - 12:30pm
Assessment Day	Thursday 20 September 2012	9:00am - 12:30pm