



RTO: 45274 ABN: 65 161 276 722



TRAINING AND DEVELOPMENT



**LEARNING AND
DEVELOPMENT
LEADERSHIP SUITE**
PROJECT LEADER PROGRAM

Course Outline

In today's ever-evolving business landscape, leadership is a dynamic and demanding role. Whether you are an emerging leader looking to hone your skills or a seasoned professional seeking to stay ahead of the curve, the Learning and Development Leaders Course offers a wealth of benefits that make it a must for leaders at all levels.

Skill Enhancement: From project management to team effectiveness and continuous improvement, you'll gain the competencies necessary to excel in your role.

Improved Project Management: Effective project management is essential for leaders. By mastering project scope, time management, and information communication, you'll be better equipped to lead successful projects that align with your organisations objectives.

Enhanced Communication: Strong communication is at the heart of effective leadership. By equipping you with the tools to communicate clearly with stakeholders, resolve conflicts, and keep your team on the same page, will ultimately leading to better outcomes.

Time Management Mastery: Time is a finite resource, and leaders must make the most of it. Learning how to manage project timelines and resources effectively will enable you to meet deadlines and optimise productivity, ensuring your projects stay on track.

High-Performing Teams: Leaders are only as strong as their teams. By acquiring the skills to manage team effectiveness, you can create a collaborative and productive team culture, motivating team members to excel and work cohesively.

Continuous Improvement: Staying competitive in today's business world requires a commitment to continuous improvement. This course teaches you how to identify opportunities for process enhancement, implement improvement initiatives, and foster a culture of innovation and excellence within your organisation.

Career Advancement: Leadership roles often come with increased responsibilities and expectations. Completing this course not only equips you with the skills needed to succeed but also makes you a more attractive candidate for leadership positions and career advancement opportunities.

Personal Growth: Leadership is not just about managing others; it's also about personal growth and development. This course offers a chance to invest in yourself, build your confidence, and become a more effective and impactful leader.



Target Audience

In the dynamic world of Learning and Development, you're constantly immersed in a whirlwind of projects. These ventures span a wide spectrum, from crafting and revamping learning programs to collaborating with your IT team for the seamless integration of cutting-edge tools like virtual learning platforms and Learning Management Systems (LMS).

You might even find yourself leading an expansive organisation learning endeavours, such as leadership development programs. As the landscape of learning and development evolves to meet the ever-changing needs of learners, a structured project management approach is your key to navigating projects of increasing complexity and achieving greater impact.

No matter the project type, every learning initiative calls for a skilled project manager adept at shaping timelines, managing budgets, setting priorities, mitigating risks, and soliciting valuable input from stakeholders.

Our nationally accredited program offers a unique advantage by introducing you to essential project management skills and demonstrating their practical application within the Learning and Development space through real-world examples and hands-on activities. This program empowers you to efficiently oversee learning projects using systematic, repeatable, and adaptable processes tailored to our field.

Whether you're an integral part of an in-house learning and development team or a thriving independent consultant, mastering the art of project management transforms you into an invaluable asset for the teams you support.

Consider these real-world scenarios where project management skills become indispensable in the Learning and Development arena:

- Developing and delivering cutting-edge training programs
- Seamlessly integrating new, transformative learning technologies
- Streamlining the onboarding process for new hires
- Delivering exceptional performance management and coaching experiences
- Conducting comprehensive training needs assessments
- Assessing and fine-tuning existing training programs
- Skilfully managing budgets and resources for dynamic learning and development initiatives

At the successful completion of the program you will receive a Statement of Attainment for the following units of competency which can be used towards obtaining BSB50820 Diploma of Project Management.

- BSBPMG511 Manage Project Scope
- BSBPMG535 Manage project information and communication
- BSBPMG531 Manage project time
- BSBTWK502 Manage team effectiveness
- BSBSTR502 Facilitate continuous improvement

Delivery Methods

Blended Learning

Blended learning seamlessly combines the best of both worlds: traditional in-person instruction and the flexibility of online learning.

Our program leverages this approach to deliver a comprehensive learning experience that fits your busy schedule while ensuring hands-on, practical learning.

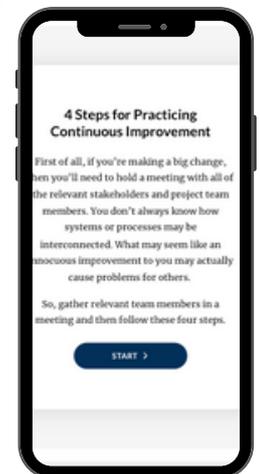
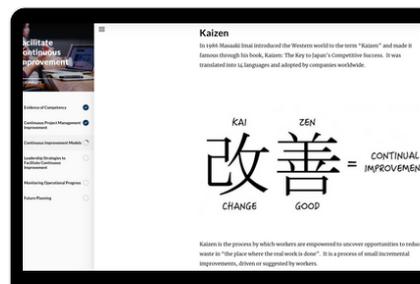
Interactive Workshop: Engage in an immersive, face-to-face workshop led by industry experts. Here, you'll dive deep into project management principles and explore their specific application within the Learning and Development field. These workshops provide a supportive environment for real-time interaction, networking, and skill-building.

Online Modules: Access our online modules from anywhere at your convenience. These modules are designed to reinforce workshop content and provide you with in-depth resources, case studies, and self-assessment tools. Dive into the material at your own pace and revisit key concepts whenever you need them.

Practical Assignments: Apply your knowledge to real-world scenarios through practical assignments. These hands-on projects bridge theory and practice, allowing you to hone your project management skills in a safe and supportive environment. Alternatively use a project you are currently engaged on in the workplace.

Expert Guidance: Benefit from the mentorship of professionals who have successfully navigated the Learning and Development landscape. Our experts provide personalised guidance, answer your questions, and offer insights based on their extensive experience.

Peer Learning: Connect with a diverse group of fellow learners from various backgrounds and industries. Share experiences, collaborate on projects, and gain fresh perspectives through peer discussions, group activities, and networking opportunities.



Units of Competency

The development of these competency units involved collaboration with industry experts and our trainers who use real-life case studies and examples to provide practical and relevant knowledge applicable to your job.

BSBPMG511	Manage Project Scope	Develop the expertise needed to define and oversee your project scope effectively.
BSBPMG535	Manage project information and communication	Equip yourself with the skills to connect individuals, concepts, and vital information throughout every phase of the project lifecycle.
BSBPMG531	Manage project time	Mastering the art of time management within projects with this unit. It offers a comprehensive understanding of the skills and knowledge needed to optimise your time throughout the project's duration.
BSBTWK502	Manage team effectiveness	Elevate your leadership potential with this unit, designed to equip you with the skills and knowledge to effectively guide teams within the workplace and actively participate in the strategic management of the organisation.
BSBSTR502	Facilitate continuous improvement	Lead continuous improvement systems and processes with this unit. It offers the skills and knowledge necessary to spearhead and oversee the of these vital elements in any organisation.



Workshop Day 1

Foundations of Effective Leadership

Leave Day 1 with a deeper understanding of the importance of effective leadership, insights into their own leadership strengths and areas for improvement, and a solid foundation in project scope management.

Timings	Description
0900 - 0930	Welcome and introduction
0930 - 1045	Icebreaker
1045 - 1100	Break
1100 - 1215	Leadership Strengths and Areas for Development
1215 - 1315	Break
1315 - 1430	Leadership Styles and Their Impact
1430 - 1445	Break
1445 - 1645	Introduction to project scope management
1645 - 1700	Reflection and close

Workshop Day 2

Effective Communication & Time Management

At the end of Day 2, you will have gained practical skills in project communication and time management. They will be better equipped to develop communication plans, handle stakeholder interactions, create realistic project timelines, and address time management challenges in their leadership roles.

Timings	Description
0900 - 1000	Developing Effective Communication Plans
1000 - 1045	Information Management Tools and Techniques
1045 - 1100	Break
1100 - 1215	Stakeholder identification
1215 - 1315	Break
1315 - 1430	Mastering Time Management Skills
1430 - 1445	Break
1445 - 1645	Creating Realistic Project Timelines
1645 - 1700	Reflection and close

Workshop Day 3

Team Leadership and Continuous Improvement

At the end of Day 3, you will have developed a practical understanding of effective team leadership and continuous improvement principles. They will possess the skills to build and lead cohesive teams, drive motivation, and identify improvement opportunities within their organisations.

Timings	Description
0900 - 1000	Building and Leading High-Performing Teams
1000 - 1045	Team Dynamics and Motivation Strategies
1045 - 1100	Break
1100 - 1215	Collaboration and Problem Solving
1215 - 1315	Break
1315 - 1430	Continuous Improvement in Leadership
1430 - 1445	Break
1445 - 1645	Identifying Improvement Opportunities in Your Organisation
1645 - 1700	Reflection and close

Workshop Day 4

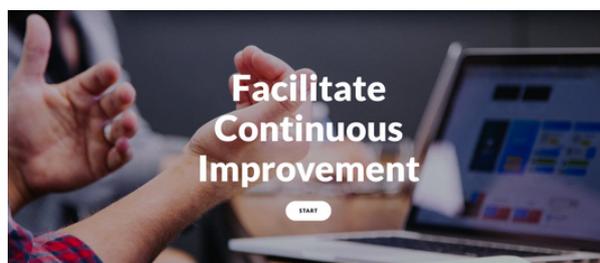
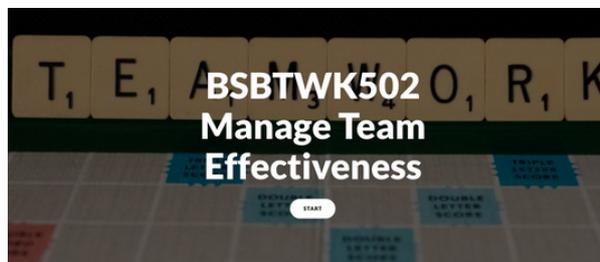
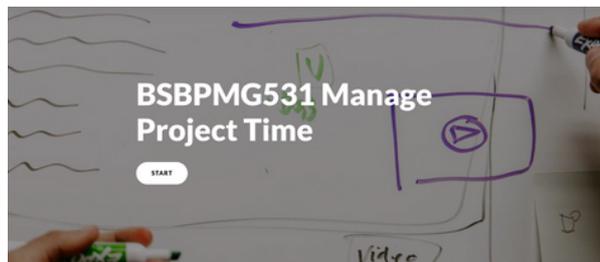
Leadership in Action

At the end of Day 4, you will have gained valuable insights and honed your ethical decision-making skills, and created personalised leadership development plans. You will leave inspired, motivated, and equipped with the tools and knowledge to continue their growth as effective and ethical leaders in their respective organisations.

Timings	Description
0900 - 1030	A Successful Leader's Journey
1030 - 1045	Break
1045 - 1215	Leadership Challenges and Ethical Leadership
1215 - 1315	Break
1315 - 1430	Personal Leadership Development Plans, Goal Setting, and Action Planning
1430 - 1445	Break
1530 - 1645	Conclusion

Online Learning

Each online module will be accessed through the Paratus Training LMS. The modules are theory based designed to supplement the workshop and provide you with additional tools and resources. Assessments will be required to be successfully completed in order to achieve you Statement of Attainment.



Lead Trainer

Mick Lee

Director and Operations Manager



Mick Lee is passionate about providing the best training possible experience for clients, whether that is an individual student or an enterprise. He has over 25 years of learning and development experience, which he puts towards managing operations at Paratus Training.

Mick started his training journey as an instructor at the Australian Army, School of Infantry and after finishing his career with the Australian Defence Force he moved onto become a Senior Instructor and Team Leader at the Australian Federal Police College, School of Law Enforcement Intelligence. Whilst with the AFP he developed and delivered training across Australia and internationally.

For the past 10 years Mick has worked with some of the biggest global businesses including:

- Commonwealth Bank
- Bankwest
- Telstra
- Rio Tinto
- Serco
- BHP

With a strong focus on end-to-end learning solutions that are designed for students to be job ready and not just certificate ready Mick is the driving force behind the day-to-day operations at Paratus Training.

Pricing

Perth	A\$2,200.00
Sydney	A\$3,100.00
Melbourne	A\$3,100.00
Brisbane	A\$3,100.00

Inclusions

- Full course tuition:
 - 4 day interactive and engaging workshop
 - Online training materials and resources
 - Online support
 - Nationally accredited certification
- Morning tea, lunch and afternoon tea



Job Readiness not just Certificate Readiness

By bringing together experienced training staff who have worked with some of the biggest companies globally to ensure that you have access to contemporary and real-world experience. The Paratus Training goal is to prepare businesses and individuals for the challenges of the modern workplace.

Because, we're here to help

If you have any questions or queries don't hesitate to contact us.



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