



Course guide

She Leads Diploma of Leadership and Management (BSB50420)

Gain a nationally recognised qualification while completing a transformational leadership development program.



The YWCA Canberra training difference

YWCA Canberra recognises that there is no one way of leading. People from diverse backgrounds lead differently, and this helps organisations grow and consider a broad spectrum of ideas, experiences, and opinions. However, too often diverse voices are left out of the conversation and their leadership potential ignored in the workplace.

YWCA Canberra's She Leads Diploma of Leadership and Management is at the cutting-edge of women's leadership development. It builds upon a traditional Diploma of Leadership and Management (BSB50420) by acknowledging and addressing the perspectives, challenges and opportunities for women and non-binary people in leadership. It includes additions specifically for diverse

leaders, considering intersectional issues and a range of leadership styles.

Through the course, you will have the opportunity to gain the best-practice skills, theoretical knowledge, and networks to accelerate your leadership journey, in a safe and supportive environment.

With exciting and enlightening panels and experienced facilitators, you will learn your own authentic leadership style, which will set you up for success in whatever sector or role you want to pursue.

The She Leads Diploma is delivered through monthly full-day workshops facilitated by experts in their field, including five panels of three diverse leaders over the course.

She Leads Diploma overview

Who the Diploma is for

The She Leads Diploma is aimed at women and non-binary people who have a minimum of two years' work experience and are:

- early career: approaching or recently established in their first management role
- mid-career: already in a management role but have not done formal training and want to consolidate skills
- at a transition point in their career and seeking a formal qualification to improve their career prospects for the future.

Cost

YWCA Canberra's Education and Training [schedule of fees and charges](#) outlines how we collect fees and charges for the delivery of our training and assessment services. We offer training as fee-for-service and through government funding.

Entry requirements

This course is aimed at individuals who wish to further develop the leadership skills, it is recommend that participants have completed a business studies qualification at the Certificate IV level or above, or who have a minimum of two years' work experience which has included people and/or project management responsibilities.

As the course is at a Diploma level, individuals will need a high level of language, literacy and numeracy (LLN) skills to complete the course. To demonstrate their LLN ability,

completion of a Diploma level qualification or higher from an Australian RTO or university is required.

If you do not currently hold a Diploma or higher qualification, you will need to complete an LLN assessment before acceptance of your application. This will ensure that you have the required skills to successfully complete the qualification and we can determine what, if any, additional support you may require.

Please contact the YWCA Canberra Education and Training Unit to discuss further.

Qualification recognition

Successful completion of the course will lead to the award of a nationally recognised qualification, BSB50420 Diploma Leadership and Management.

YWCA Canberra is an accredited Registered Training Organisation (RTO 1373) and is continually reviewed to ensure compliance with legislative and regulatory requirements, which ensures consistent high quality training and assessment.

How long it takes

The twelve-month course consists of 11 workshops. This format provides you with the opportunity to consolidate your learning in your workplace, and also complete assignment tasks.

In addition to the face-to-face workshops, you will need to spend around five to ten hours a week on readings, assignments items and personal reflective exercises.

Assessments

Assessments are designed to build on the knowledge and skills gained in the workshops. A number of assessment methods are used, including case studies, role play, discussions, presentations, projects, third-party reports and written tasks.

Each workshop will include exercises and discussions, where the assessor will observe your interaction and participation. In addition to in-class exercises, assessment items will need to be completed outside of the workshop time and submitted and assessed to cover each of the workshop topics.

How we will support you

You will have access to an online learning management platform for messaging, managing files, marking results, and support between workshops from the She Leads Coordinator and any additional assessors, mentors and other students.

Each of the workshops is accompanied by training materials complete with notes, PowerPoint slides, resources and workshop assessment workbooks.

Our expectations

Each workshop has some pre-class reading, individual tasks and group activities. We expect that you will attend each workshop, and actively participate, support, encourage, and share ideas with your peers.

Recognition of existing skills and knowledge

If you have five years of management experience and currently work in a management role, you may be able to apply for Recognition of Prior Learning (RPL) or recognition of current competencies (RCC).

Please contact the YWCA Canberra Education and Training Unit for information about how to apply for RPL / RCC. Please note that a fee may apply.

Due to the nature of this course, we recommend that individuals who undertake the course via RPL/RCC still attend all workshops, as the course involves peer support activities and expert panel sessions. These activities and sessions will acknowledge and address the perspectives, challenges and opportunities of women and non-binary people in leadership and help to broaden networks.

Diploma facilitators

Our experienced facilitators are leading experts in their fields. You will also have the chance to learn from distinguished women and non-binary leaders through discussions during panel sessions.





Course content

Understanding leadership and being an effective leader

- BSBCRT511: Develop critical thinking in others (core)
- BSBPEF501: Manage personal and professional development (elective).

The course begins by looking at women's and diverse leadership from a historical, political, societal and industrial perspective. We consider the questions 'what is leadership?' and 'what makes an effective leader?' We will explore values-based leadership and how it contrasts with traditional leadership styles, theories and models, giving you the chance to consider your current approach to leadership.

During these workshops, you will also develop your critical and creative-thinking skills and how to not only harness them yourself, but how to enhance those skills in your team.

You will consider ways you can achieve your goals and achieve work/life integration through understanding your personal strengths and values, developing positive habits and managing priorities and commitments.

You will explore the leadership/management paradigm and begin your own leadership journey by starting your individual Professional Development Plan and self-reflection practice. You will also support others to pursue their goals.

Workshops one and two

Emotional intelligence and communication

- BSBPEF502: Develop and use emotional intelligence (core)
- BSBCMM511: Communicate with influence (core)
- BSBTWK503: Manage meetings (elective).

These workshops offer you the opportunity to develop your emotional intelligence and communication skills, and to consider how your approach shapes your interactions and results.

Over the two workshops, we will look at communication objectives, styles and approaches and consider how gender and diversity impacts communication. We will also introduce a range of practical tools for undertaking communication, including difficult conversations, negotiations and meetings.

We will consider written communication, verbal communication and body language, with opportunities to discuss and practice strategies for increasing your influence and persuasiveness.

Leading and managing operational plans and resources

- BSBOPS502: Manage business operational plans (core)
- BSBOPS501: Manage business resources (elective).

Here we will look at how leadership and management are underpinned by good planning. We will consider the difference between strategic and operational planning and explore why having organisational values and purpose is important. We will take a deep dive into managing resources according to planned business strategies.

The unit applies to individuals with a role in allocating and monitoring the use of physical and/or human resources to meet defined business objectives. We'll also discuss formulating KPIs and SMART goals, and analyse examples of different planning documents to determine the key elements of effective plans.

In these workshops, you will be provided with essential information and guidance on what to be aware of to ensure your organisation observes effective financial governance. You will also have the opportunity to learn about financial plans and budgeting, and financial statement analysis.

Mentoring workshop

There is no formal class work set for this workshop. Instead, you have the opportunity to hear from one of the five panels with three diverse leaders. In this workshop you will also deliver group presentations, and work with your trainer/assessor on any topics or assessment items you may need assistance with.

Leading people and teams

- BSBLDR523: Lead and manage effective workplace relationships (core)
- BSBLDR522: Manage people performance (elective)
- SBTWK502: Manage team effectiveness (core)
- SBTWK501: Lead diversity and inclusion (elective).

These three workshops cover the fundamentals of managing people and supporting workplace relationships. Facilitated by an employment law expert, you will learn how to allocate work, review performance, reward excellence and provide feedback. These workshops will teach you how to use complex and diverse methods and procedures as well as a range of problem-solving and decision-making strategies.

A key aspect of these workshops will be to look at how diversity can be supported in the workplace. We will specifically consider issues around gender diversity.

The other key focus of these workshops will be creating positive, productive team environments and will cover team performance plans, monitoring performance, team cohesion, role modelling, coaching skills and managing underperformance.

Leading improvement

- BSBSTR502: Facilitate continuous improvement (elective).

Any project, plan or process has opportunities for improvement. During the final workshop you will focus on implementing continuous improvement models as part of your everyday working practices. This workshop explores the importance of continually reviewing current systems and processes to identify opportunities for improvement and strategies for initiating and leading change.



Testimonials

"The unique combination of academic, practical and networking skills sets a firm foundation for success."

"I was surprised by the almost instant level of support and friendship I received from the other women in our group. We were a completely mixed bag of industries, sectors, ages, backgrounds and level of management."

"It has connected me with mentors and businesswomen in Canberra that would have been unreachable without the assistance of YWCA Canberra and the Diploma."

"The panel members have not disappointed. Their generosity in sharing both the high and low points in their careers has allowed me to see the need for resilience and self-compassion."

"I have been able to apply for jobs I would never have thought of applying for. I have become more clear on my professional direction and made positive changes. Without this course, I would still be stuck in my professional development. This has answered so many questions for me. I have been the happiest I have ever been in my profession/leadership direction and choices."

"I loved the thought-provoking panel discussions on all aspects of leadership which provided me with an instant network of inspiring and successful women.

The facilitators were experienced and knowledgeable with the convenor understanding of commercial deadlines and different learning styles. The other participants were a great mix of women from government and private practice with diverse backgrounds and interests and it was an honour to share this step in my leadership journey with them."

"She Leads challenged my perceptions of leadership, helped me clarify my values and my role as a leader. Not only was it educational but it was a great confidence boost."

"She Leads was full of 'aha' moments surrounding gender equality, leadership, management and personal values. The balance of discussion on the theory and practice was really effective and I've come away with a useful framework for thinking about big issues surrounding leadership along with a whole tool kit of strategies relating to management, coaching, facilitation and negotiation."

Ready to apply?

Download an enrolment form [from our website](#) and send your completed application to training@ywca-canberra.org.au

Need more information?

For details of upcoming intakes and workshop schedules, [visit our website](#) or contact the YWCA Canberra Education and Training team:

- P: 02 6185 2000
- E: training@ywca-canberra.org.au

All workshops will be held at the YWCA Canberra Education and Training Centre at 71 Northbourne Ave, Canberra.

www.ywca-canberra.org.au

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