



Program Details			
Primary Contact	Michael Maurice		
Qualification	BSB40520 Certificate IV in Leadership and Management	Delivery Period	14 months
Delivery Details			
Delivery Method	Virtually via MS Teams		
Name of Trainer/Assessor	John Scotland	Scheduled Induction Date	Wed, 17 March 2021 7.00am – 1.00pm (Egypt time)

The following commencement and assessment dates form part of the student Training Plan. These are dates in which students are due to commence and complete their online components (in line with their classroom delivery dates).

Units of Qualification	Unit Commencement	MS Teams Workshop Dates	Unit Assessment
<i>Unit Code and Title</i>	<i>Unit Release date in Moodle. Students to complete this component prior to their MS Teams workshop</i>	<i>Group MS Teams Session, facilitated by trainer. All sessions are from 8am – 2pm</i>	<i>Assessment date scheduled in Moodle.</i>
BSBPEF502 Develop and use emotional intelligence	17/03/2021	Wed, 14 April 2021 7.00am – 2.00pm (Egypt time)	11/05/2021
BSBLDR411 Demonstrate leadership in the workplace	15/04/2021	Wed, 12 May 2021 7.00am – 2.00pm (Egypt time)	22/06/2021
BSBXTW401 Lead and facilitate a team	13/05/2021	Wed, 23 June 2021 7.00am – 2.00pm (Egypt time)	20/07/2021
COACHING	<i>One-on-One MS Teams session with Trainer. To be booked into one of the following 3 days:</i>		
	Monday 24 May 2021	Monday 31 May 2021	Monday 07 June 2021
BSBLDR413 Lead effective workplace relationships	24/06/2021	Wed, 21 July 2021 7.00am – 2.00pm (Egypt time)	24/08/2021
BSBCRT411 – Apply critical thinking to work practices	22/07/2021	Wed, 25 August 2021 7.00am – 2.00pm (Egypt time)	19/10/2021
COACHING	<i>One-on-One MS Teams session with Trainer. To be booked into one of the following 3 days:</i>		
	Tuesday 5 October 2021	Thursday 14 Oct 2021	Monday 18 Oct 2021
Third-Party Evidence Report Due:			19/10/2021
BSBXCM401 Apply communication strategies in the workplace	26/07/2021	Wed, 20 Oct 2021 7.00am – 2.00pm (Egypt time)	23/11/2021
BSBCMM412 Lead difficult conversations	21/10/2021	Wed, 24 Nov 2021 7.00am – 2.00pm (Egypt time)	14/12/2021
COACHING	<i>One-on-One MS Teams session with Trainer. To be booked into one of the following 3 days:</i>		
	Monday 6 Dec 2021	Thursday 9 Dec 2021	Tuesday 14 Dec 2021
BSBOPS403 Apply business risk management processes	25/11/2021	Wed, 15 Dec 2021 7.00am – 2.00pm (Egypt time)	22/02/2022
BSBPMG430 Undertake project work		Wed, 19 Jan 2022 7.00am – 2.00pm (Egypt time)	
BSBOPS402 Coordinate business operational plans	20/01/2021	Wed, 23 Feb 2022 7.00am – 2.00pm (Egypt time)	22/03/2022
COACHING	<i>One-on-One MS Teams session with Trainer. To be booked into one of the following 3 days:</i>		
	Monday 7 March 2022	Monday 14 March 2022	Thursday 17 March 2022
BSBSTR502 Facilitate continuous improvement	24/02/2021	Wed, 23 March 2022 7.00am – 2.00pm (Egypt time)	26/04/2022
BSBCMM411 Make presentations	24/03/2022	Wed, 27 April 2022 7.00am – 2.00pm (Egypt time)	27/05/2022
Team Presentation / Graduation	TBA		