

## LEADERSHIP AND MANAGEMENT COURSE AND PROGRAM DETAILS

<b>COURSE</b>	BSB50420 Diploma of Leadership & Management	<b>STAGE</b>	3	<b>CLASS</b>	DLM
<b>TERM</b>	Term 3 2024 (1 July 2024 to 30 August 2024)	<b>NO. OF WEEKS</b>	9	<b>STUDY DAYS</b>	Monday & Thursday

### SCHEDULED TIMETABLE

DAY	TIME	WEEK	SUBJECT CLUSTER	UNIT CODE	UNIT NAME	ONLINE ACTIVITY	ROOM
Monday	8.30am - 12.30pm	1-9	<b>Team Effectiveness</b>	BSBTWK502	Manage team effectiveness	2 hours	Level 7 Room 7.24
	1.00pm - 5.00pm		<b>Emotional Intelligence</b>	BSBPEF502	Develop and use emotional intelligence	2 hours	
Thursday	8.30am - 5.00pm	1-9	<b>Operational Management</b>	BSBOPS502	Manage business operational plans	-	Level 7 Room 7.24

Level 1, 7 & 8, 628 Bourke Street, Melbourne, Victoria 3000

Formal classes start on **1<sup>st</sup> July 2024**.

All students must complete enrolment by **1<sup>st</sup> July 2024**.

All students must endeavour to attend 20 contact hours a week. "Contact hours" is defined as the total number of hours scheduled for teaching purposes, course-related information sessions and examinations.

**Important**

Students are responsible for ensuring that they attend and successfully complete every one of the subjects \* that make up the course that they are enrolled in by the end date of their course. If you are in your last term of study and cannot find a required subject for completion in the list above, please look for that subject on other related course timetables. If you cannot locate that subject, please make an appointment to meet your course coordinator.

\* Excludes subjects for which they have been granted exemption (Recognition of Prior Learning).