

# **INTER**GROUP

## *Training Services*

*RTO 41153*



**Returning to  
work?**

## **Line Manager Skills**

*team performance improvement systems*

# Line Manager Skills

## Course Description

Are you a Mum looking at getting back into the workforce?

Are you concerned about having 'lost your place'?

Feeling like you don't have current / relevant experience or skills?

Wondering what employers are looking for .... and if you have it?

Lacking confidence in your own abilities?

What you may not realise is .....

***You may already have a competitive advantage!***

This Line Manager's Skills course is specifically designed to show how the skills you have learned as a parent are relevant to the skills that many employers look for in their staff.

You can gain the confidence back in your abilities as you see that you are practising many skills relevant to the workforce on a daily basis.

You will also learn about job descriptions, which will help you apply for a job, and know how the skills listed relate to a prospective employer's requirements.

In some cases, we can help you get back into the workforce to a better-paying and more flexible job than you had before taking time out to raise a family .....

Sounds good doesn't it?

Let us help you make being a parent an ADVANTAGE in the workplace – read on for further details.

## Career Pathways

This course has no formal entry requirements, however the preferred pathways for candidates include:

- Lower level formal training in a business related field
- Vocational experience but without formal supervision or management qualification
- Experience in the organisation of activities as a volunteer for a charity or sporting organisation, or as a carer

Possible career outcomes (and further study options) after completing the units of competency may include:

- Department trainer (TAESS00014 - Enterprise Trainer-Presenting Skill Set)
- Workplace trainer and assessor (TAE40116 - Certificate IV in Training and Assessment)
- Department manager (completion of BSB51915 - Diploma of Leadership and Management)
- Learning and development manager (BSB50615 - Diploma of Human Resources Management)
- Project manager (BSB51415 - Diploma of Project Management)
- General manager/business owner (BSB50215 - Diploma of Business)

## Course Delivery

Training and assessment will be conducted using a blended delivery model to cater for individual learning styles, which includes on-line activities, audio files linked to writing activities, face to face workshops and group activities, and self-guided activities using appropriate technology.

The three (3) units of competency to be delivered as part of this program are:

- BSBLDR501 Develop and use emotional intelligence
- BSBLDR502 Lead and manage effective workplace relationships
- BSBWOR502 Lead and manage team effectiveness

Each learner will be assigned a mentor, who will provide individual attention and support to assist learners to progress through the course in addition to the group workshops and learning resources provided. The mentor will be able to contextualise assessments to a specific industry to improve the employment outcome options.

Participants must have access to the following in order to complete their studies:

- Personal Computer or laptop with Internet
- Microsoft Office with Word, Excel, PowerPoint programs
- Adobe Acrobat Reader
- Email

## Course Progression

Course progression will be monitored as candidates complete the following activities:

1. Online activities, receiving a certificate of completion for this part of the course, to give all learners an understanding of concepts, tools and techniques to be used throughout the course, and will also provide some answer for questions in the first assessment.
2. Complete the first assessment using information contained in the Audio files provided, with the assistance of the mentor if required, and submit the first assessment along with your certificate of completion for the online course
3. Once your first assessment is complete, learners will attend a workshop where additional learning resources will be provided, and undertake the group assessments required as part of the course.
4. After the workshop, learners will continue to complete the assessments under the guidance of the mentor
5. A follow up tutoring session will be arranged by your mentor to complete team activities, and learners can seek assistance with the final assessments
6. Learners will complete the final assessments to receive the statement of attainment for the course

The course program is designed to be completed in a 10-week period, however learners who are unable to attend the workshop scheduled for their intake will have to attend a later session. As these sessions will be subject to availability, learners may be given up to 6 months to complete the course.

## Just want to return to work?

You don't have to be looking for a management position to benefit from this course. While you may learn what managers should be doing, you also learn what employers want in all their staff. If you know what employers are looking for, it can give you more confidence to perform better in an interview, help get the job you want, and get your foot in the door. What you do next is up to you!

### How to apply?

Select the course and fill in online application form at [www.igts.com.au](http://www.igts.com.au) along with required documents as mentioned in entry requirements above.

Once we receive your application, one of our course consultants will get back to you within 48 hours, and will guide you how to proceed further.



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