



CORPORATE PARTNERS  
EXCELLENCE THROUGH PEOPLE AND PROCESS

# Team Leader Development



Nationally accredited training and workplace consultation  
BSBSS00063 Team Leader Skill Set

Corporate Partners Pty Ltd RTO National Code - 91467

SHORT COURSE



# Supervisor and Team Leadership

This Skill Set reflects the role of individuals working as developing and emerging leaders in a range of contexts. Leadership often begins at the team leader level across a wide range of enterprise and industry contexts. Team leaders communicate effectively, ensure team performance and develop effective relationships in the workplace. Across the breadth of industry, team leaders are responsible for implementing operational plans.

The Team Leader Skill Set is designed for team leaders/supervisors and employees acting in (or recently promoted to) a front-line management position, and those wishing to revise their leadership skills. Businesses often promote good employees to leadership roles but forget to support them in gaining the leadership skills they will need to get the most from their teams.

This course introduces existing or potential supervisors and specialists to the fundamentals of the role of a supervisor whilst also providing exposure to structured systems and processes. The program is delivered under qualification BSB42015 Certificate IV in Leadership and Management. The units have been carefully selected to give learners the supervisor skills they need to be effective leaders so they can achieve business outcomes.

## Leadership focus

- Understanding leadership styles
- Developing leadership skills
- Leading, supporting, effective listening
- Model behaviour and approaches
- Managing work performance
- Developing relationships, teams, and individuals
- Conflict resolution strategies
- Delegation, organisation and time management

## Operational focus

- Business Strategy and Leadership A3
- Operational planning
- Communication plans, consultation and networking
- People performance management
- Establish critical key performance indicators and targets
- Implementation Strategies
- Standardisation
- Continuous Improvement

## What Corporate Partners offer

Corporate Partners is a Nationally Registered and Accredited training organisation utilising over 15 years of consulting and training experience to deliver training and assessment to workplaces. We specialise in Lean implementation processes and skill groups in essential areas for businesses including problem solving.

Our training is based on years of experience working in businesses to apply tools and processes to real “live work issues” and deliver a tangible benefit to the business. Employees will learn proven leadership skills that will equip them to be able to better prepare to lead and motivate their teams.

- Proven training program
- Applied to issues in the workplace
- Training materials and templates
- Experienced trainers and assessors that are passionate about training employees

## What is in this program for learners?

Everyone wants to perform at their best and be recognised for it. This program will develop learners capabilities to perform their tasks more efficiently. Learners will gain maximum job satisfaction by seeing and understanding how their role fits into the overall process. Corporate Partners programs are delivered through structured on-the-job learning, workshops and include one-to-one guidance and coaching for learners when required. Training and Assessment sessions are conducted with the learners in a client company workplace, on the job, utilising the company’s facilities or blended with online training sessions. This program is ideal for skills development and demonstrating competency, any skills program should incorporate or be embedded with real work activities.

***When you can access the right leader, remarkable things happen.  
The workplace will be safer, efficiencies will be improved, and profitability maximised***

## The delivery

The program is designed with seventeen (17) sessions, usually 1.5 hours for each session in total over a period of seventeen (17) weeks. There will be one (1) session a week allowing time for improvement and analysis in between training sessions.

This part qualification can be delivered onsite or online within a workplace and is designed to be delivered to small or large businesses with one of our highly skilled and highly trained consultants leading you through the program.

The program will consist of training with our consultants and then learner assessment at the completion of the training to confirm the learner's knowledge and skills gathered.

## Smart and Skilled (SAS)

Smart and Skilled is a reform of the NSW Vocational Education and Training (VET) system. This training is subsidised by the NSW Government. This skill set is covered by the Skilling for Recovery initiative which may provide \*fee-free training places for eligible employees.

\*eligibility criteria apply.

## Outcomes

Learners who successfully complete all training and assessment requirements will be awarded a Nationally Accredited Statement of Attainment for the 4 units of competency listed below.

Learners will also have the opportunity and pathway to use the units towards a full qualification which could include:

- BSB42015 Certificate IV in Leadership and Management
- MSS40316 Certificate IV in Competitive Systems and Practices



## BSBSS00063 Team Leader Skill Set

CODE	UNIT
BSBLDR401	Communicate effectively as a workplace leader
BSBLDR402	Lead effective workplace relationships
BSBLDR403	Lead team effectiveness
BSBMGT402	Implement operational plan

# Program phases



## Clients across Australia

Capral - Trisco Foods - bernafon - Downer EDI Rail - CQMS Razer - CQMS Castings - Reliance Worldwide - Crane Copper Tube/Metals - Global Manufacturing Group - Weston Cereal Industries - Hyne Timber - Bundaberg Sugar - Seawind Catamarans - Sun Engineering Australia - Camerons - Gekko - L and M Radiator - Alsco - Iplex Pipelines - Rockpress - Chess Engineering - Prysmian - Schweppes - Birch and Waite - Adpost - Enware