

Advanced Diploma & Diploma of Collaborative Management

Collaborative Enquiry, an organisational development consulting business, offers the **Advanced Diploma and Diploma of Collaborative Management as a Work Based, Development Driven, Major Project Coaching Project**. Collaborative Enquiry has engaged with the RTO, Compass Training to provide this qualification.

This qualification is relevant for individuals engaged in senior and general management.

Both qualifications are delivered in the workplace and the participants learn through doing. The participant simultaneously works and studies. Participants need to spend about 3 hours per week involved in the units for both qualifications. If your role is applying the units of both these qualifications then it is a perfect fit. One major project report is a core assessment.

Course Aim

To develop or demonstrate the skills, knowledge and attitudes required to work collaboratively in a management position. To recognise what people do in the workplace & develop or identify, assess & validate collaborative management competencies.

This process is a coaching commission that enables the organisation to achieve its strategic intent [aims and values]

collaboratively as defined by an energising workplace culture in contrast to an enervating one.

The picture above provides a sense of the advanced diploma and diploma collaborative program.

It is our experience that managers are responsible for predominantly thinking and taking action.

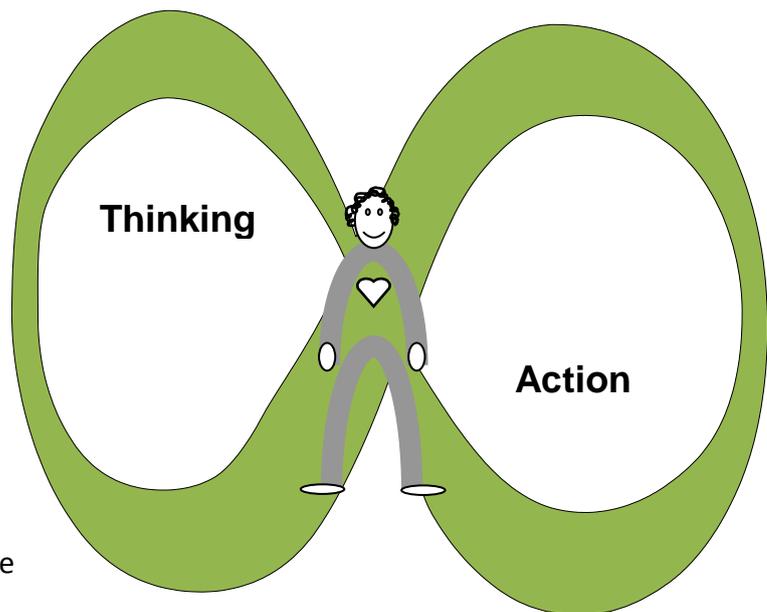
Often the human being is forgotten in the organisational pursuit of achieving its aims. People are too busy to take stock and look at the organisational system and consider the most strategic asset of all; its people.

These qualifications will provide new tools for the toolbox but more importantly delve into who you are and who you want to become – enabling your own management vision to live in your team. The human being in this illustration provides the fuel, connection, empowerment and energy to deliver on the organisational aims. Feelings fuel the fire in the belly; where feelings are not included invariably there is no fire.

Feelings provide the fuel to transform the thinking into actions in a meaningful, productive, sustainable way. **And like the process from caterpillar to butterfly it can be a struggle; it takes some effort. We stay with you in this process; it becomes a conscious growth journey.**

“We should take care not to make the intellect our god; it has, of course, powerful muscles, but no personality” Albert Einstein.

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AD & DIPLOMA of Management – Building Management Capability.

Units of Competency / Study – Advanced Diploma of Management

The Advanced Diploma of Management requires 8 units for the qualification that include;

- **3 core units and 5 elective units** [1 unit may be selected from a Diploma qualification].

The prerequisites for entry to this qualification include:

- BSB51107 Diploma of Management or other relevant qualification/s OR
- With substantial vocational experience, in management but without a formal qualification.

The units of competency offered include;

The three core units of:

1. BSB MGT 605b **Provide Leadership.**
2. BSB INN 601b **Manage organisation change.**
3. BSB MGT 616a **Develop and implement strategic plans.**

The other five units suggested include;

4. BSB MGT 615a **Contribute to organisation development**
5. BSB MGT 608C **Manage innovation and continuous improvement**
6. PSP MNGT 603B **Facilitate people mgt**
7. BSB GOV 602B **Establish and maintain strategic networks.**
8. PSPGOV 516A **Develop and use emotional intelligence**

Other options for the Advanced Diploma that may be available as substitutes to the other five units include;

- PSP HR 620A **Manage organisational development.**
- PSP GOV602B **Establish and maintain strategic networks**
- BSB INN 801A **Lead innovative thinking and practice**
- BSB MGT617A **Develop and implement a business plan**
- FNS ACCT 605B **Implement org improvement program**
- PSP MNGT 612A **Review and improve business performance**
- PSP MNGT 615A **Influence work effectiveness**
- PSP MNGT 701B **Provide strategic direction**
- PSP MNGT 607B **Develop a business case.**

Units of Competency / Study –Diploma of Management

Diploma of Management requires 5 core units & 3 elective units for the qualification.

There are no prerequisites for entry to this qualification. The 5 core units offered;

1. **BSB WOR 501A Manage personal work priorities and professional development.**
2. **BSB MGT 502B Manage people performance.**
3. **BSB MGT 516A Facilitate continuous improvement – includes KPIs.**
4. **BSB PMG 510A Manage projects – organisational project used for assessment.**
5. **BSB WOR 502A Ensure team effectiveness – high performance team is the focus.**

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The other units that can be offered include;

- 6. BSB ADM 502B Manage Meetings.**
- 7. BSB ATSIL 503C Manage conflict – the positive aspects of resolution is the focus.**
- 8. PSP GOV 516A Develop and use Emotional Intelligence**
 - BSB MGT 515A Manage operational plan.
 - BSB CUS 501A Manage quality customer service.
 - BSBFIM501A Manage budgets and financial plans
 - BSBLED501A Develop a workplace learning environment
 - BSB CMM 401A Make a presentation.
 - BSB PUR 504B Manage a supply chain – the components, elements, skills, etc.
 - MSS 407011A Manage benchmarking studies

Process for signing up for the Diploma and Advanced Diploma of Collaborative Management;

1. Discuss the coaching commission and the organisational project that needs delivery.
 - a. Identify value and benefits to the organisation. Review strategic intent and align.
 - b. Within this organisational context identify the units of competency to be included.
2. Understand the starting position for each participant by answering the following questions;
 - a. Where am I at the moment? Where do I want to go in the future in terms of career?
 - b. Creation of an inventory, re starting point. E.g. management competencies survey, diversity survey, EQ survey, Matrix Impact for key relationships, Johari Window.
 - c. What bridges and how long are these bridges that I need to build to arrive at my future destination in terms of competencies?
 - i. These can cover a full range of activities including; technical, managing up, managing down, managing across, management & communication style, self management, life balance, relationship management, personal financial management & relationships, spiritual development, physical well being, etc.
 - d. The aim is to understand what change could occur for each participant and be clear about what success looks like.
3. Build the bridges and competencies via delivery of content in various and engaging forms and via a range of assessments.
4. Validate learnings by reviewing the starting point and the end point. Did we get there?
5. Award the qualification and CELEBRATE.

The figure below details a **generic process of learning at, from and through work**. This is the basis of this work based, development driven, major project coaching commission qualification. The qualification is based on a strategic business project that the participant needs to complete in their workplace.

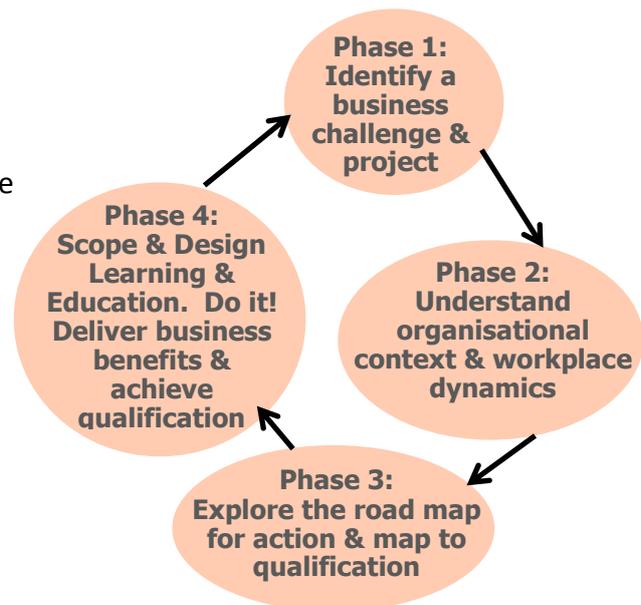
Phase 1 begins with the scoping of the organisational project and matching the qualification units to the person's current skills and competencies. The business objective is defined and a high level learning and action plan created. Content, in terms of what is needed for the 8 units selected for the qualification, including theory, previous relevant research, tools, frameworks, [etc.] is then

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deployed in a 'just what you need' way for the organisational project and determined by the development needs of the participant.

Phase two is about understanding the business and planning project success. Understanding organisational dynamics will enhance the change and organisational development opportunities and nurture the embedding of long term benefits within the organisational system consistent with the stated collaborative objectives.

The focus will be dialectic; a conversation between the participant and the facilitator / trainer to maximise organisational benefits while enabling collaborative competency for the 8 units qualification.



Assessment

Participants will be assessed in a variety of ways, these include: Major Project Report, Written Assignments & Worksheets, Oral presentations, Practical assessment, Learning Journal, Observation and Third Party Reports.

All attempts will be made to accommodate all different or preferred learning styles of the individual participants.

Enrolment & Timetable

The Diploma and Advanced Diploma of Collaborative Management are customised to meet the needs of the participant and the workplace. Our aim is for the diploma course to be completed within a year of starting; the advanced diploma between 12 and 18 months, however the participant can engage the learning at their own pace.

For further information or enrolment details please contact Stephen Hanman on +61 419 59 7744 or at shanman@CollaborativeEnquiry.com.au.

"Everything that irritates us about others can lead us to an understanding of ourselves" Carl Gustav Jung. "Personality is the supreme realisation of the innate idiosyncrasy of a living being. It is an act of courage flung in the face of life, the absolute affirmation of all that constitutes the individual, the most successful adaptation to the universal conditions of existence, coupled with the greatest possible freedom of self-determination." [C.G. Jung, 1875-1961]

"It seems to me that each person is asking, 'Who am I, really? How can I get in touch with this real self, underlying all my surface behaviour? How can I become myself?'" Carl Rogers.