

Focus

Communication and Self awareness

- BSBXCM401 - Apply communication strategies in the workplace
- BSBPEF402 - Develop personal work priorities
- BSBPEF502 - Develop and use emotional intelligence
- BSBCMM412 - Lead difficult conversations

Team and Leadership

- BSBLDR411 - Demonstrate leadership in the workplace
- BSBLDR413 - Lead effective workplace relationships
- BSBXTW401 - Lead and facilitate a team
- BSBOPS402 - Coordinate business operational plans

Organizational Outcomes

- BSBOPS405 - Organize business meetings
- BSBOPS403 - Apply business risk management process
- BSBPMG430 - Undertake project work
- BSBTWK401 - Build and maintain business relationships

**Course requirements:**

- All participants are required to do a Basic Key Skills Builder test online to assess basic literacy and numeracy skills
- Laptop & access to good internet

**What does the Leadership and Management course involve?**

- Australian standard Certificate IV Accreditation
- Access to online Tafe Queensland library
- Stepping stone to Diploma in Leadership and Management
- 29 week course every Monday and Tuesday
- 6 hours weekly (Monday 3hours & Tuesday 3 hours)
- One-on-one mentorship with facilitators for 6 & half months
- Exposure to BCFW membership networks ( Cert IV Alumni)
- Take home assignments, community and workplace projects
- Course evaluation
- Attendance records



Do you have emerging female talent serving in or preparing for their first management roles?

PNG Business Coalition for Women in partnership with Tafe Queensland bring to you;

**The Certificate IV Leadership & Management Course  
ONLINE**

**Registration open**

**Cohort 22**

**Registration Closing date: 8th April 2023**

**Course start date: 24th April 2023**

**Course end date: 2 Oct 2023**

**Participant's feedback of the course;**

"The course is very detailed and broadened my understanding of how to communicate in the office and also out of office. The course also gave me insights of balancing my stress level and I find it very helpful. I am currently utilizing the skills I learned from this course, to which I am greatly benefiting from".

**Esther Mai- Cohort 20 Participant**

**Managers share the participants' enthusiasm and noted concrete positive changes at the workplace.**

"We want to be able to promote our most talented female staff in to leadership positions and the Coalition's Cert IV helps us do exactly that. Continued education is vital in developing the skills of all our employees and assisting in their growth. These programs developed by the Coalition and Digicel's continued attendance sends an important message to all our female staff that there is a real opportunity for significant career advancement here at Digicel PNG. We are extremely proud of the growth shown by our team that have gone through the program and can recommend it to any business in PNG"

**Colin Stone- CEO-Digicel (PNG).**

**To find out more about this exciting opportunity, contact the Business Coalition for Women on;**

**Office mobile: +675 74593108**

**Office Landline : 3230310**

**Email: [communications@pngbcfw.org](mailto:communications@pngbcfw.org)**

**EMPOWERING WOMEN IS SMART BUSINESS**



"Holding back women holds back everyone in PNG. Together, the Business Coalition for Women has a collective voice to shape policy and public debates and drive change in and through the private sector, which is where most people are employed."

**Lady Winifred Kamit**  
BCFW Patron

"Take every challenge on board whether big or small. They are the lessons learnt for our growth. All it takes is for you to break through your shell."

**Violet Aopi-**  
Certificate IV participant  
Cohort 1



Launched by the Coalition in October 2015, this course was designed with PNG businesses to develop leadership and management skills of high potential women in their workforce, and targets emerging female talents serving in or preparing for their first management roles.

#### **Advantages of developing women employees into leaders can;**

- Improve a company's capacity to adapt to shifts in consumer preferences
- Women in decision-making broadens employees perspectives, strengthens team dynamics and offers more robust problem solving
- Enhance stability in corporate performance and share price return
- Differing viewpoints help drive motivation. If an organization fails to leverage diversity, it risks limiting its creative potential and losing its competitive advantage.
- Creates a modern, dynamic corporate brand associated with equal opportunities, flexibility and social responsibilities.

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