



ORIGIN

Human Resources

Leader in Staff Performance

***talent*²**



Diploma of Management

BSB51107

Origin HR is the leading provider of training for Professional Services Firms. The Diploma of Management is the premier program for any staff that are or aspire to be in management, leadership or supervisory roles.



BSBMGT516A Facilitate Continuous Improvement

- Understand the continuous improvement process and communicate it to the team
- Operationally support the organisation's continuous improvement program
- Work with the team to establish an improvement program
- Strengthen your team's customer services
- Monitor the continuous improvement processes
- Communicate savings and productivity improvements
- Record performance improvements
- Link performance improvements to the organisation's systems
- Make effective decisions and solve problems more efficiently

BSBLED501A Develop Workplace Learning

- Encourage and support the development of a learning environment
- Development of strategies to facilitate and promote learning
- Monitor and improve learning performance

BSBADM405B Organise Meetings

- Organise and make arrangements for meetings
- Liaise with meeting participants
- Identify and comply with legal and ethical requirements
- Develop and distribute meeting related documentation
- Record and produce meeting minutes

BSBCUS501A Manage Quality Customer Service

- Develop strategies to manage organisational systems
- Ensure products and services are delivered and maintained to standards agreed by the organisation

BSBWOR502A Ensure Team Effectiveness

- Facilitate all aspects of teamwork
- Leadership role in the development of team plans, leading and facilitating teamwork
- Actively engaging with the management of the organisation

BSBMGT515A Manage Operational Plan

- Develop and monitor implementation of the operational plan
- Provide efficient and effective workplace practices within the organisation's productivity and profitability plans

BSBOHS509A Ensure Safe Workplace

- Establish, maintain and evaluate the organisation's occupational health and safety (OH&S) policies, procedures and programs

BSBWOR501A Manage Priorities

- Manage own performance and professional development
- Setting and meeting priorities
- Analysing information
- Using a range of strategies to develop further competence

