

# BSBMGT405A Provide Personal Leadership

This unit describes the performance outcomes, skills and knowledge required to display high levels of personal leadership and to be a role model within the work environment.

**Designed for:**

This unit applies to staff who have a leadership role. It applies to the manner in which they conduct themselves, the initiative they take in influencing, assisting and guiding others, and to the way they manage their own role and responsibilities.

Competence in this unit requires consistently high levels of self management and behaviours that exemplify the desired standards within the organisation. This involves the candidate earning the trust and respect of the team and acting as a role model at all times.

This role is undertaken by staff with managerial responsibility (people management or operational/ specialist management).

**Duration:**

1 day

**Elements of Competency and Performance Criteria**

**Influence individuals and teams in a positive manner**

- Encourage, value and reward individual and team efforts and contributions
- Promote accountability of work undertaken by individuals/teams by communicating roles, responsibilities and expectations clearly
- Gain positive acceptance and support for information and ideas from the team

**Make informed decisions**

- Gather and organise information relevant to the issue/s under consideration
- Involve individuals/teams to actively participate in the decision making process
- Determine preferred course of action after risks and options are examined and assessed
- Communicate decisions to individuals/teams clearly and in a timely manner
- Prepare plans to implement decisions after agreement by relevant individuals/team
- Monitor the implementation and impact of decision using reliable feedback processes

**Enhance the image of the enterprise**

- Conduct business in a way that is consistent with enterprise standards and values
- Note and promptly discuss with the appropriate person, any inappropriate values and standards exhibited within the organisation, using established communication channels
- Consistently display a very high standard of personal presentation in line with organisational expectations and policies

**Demonstrate high standards of personal and management performance**

- Contribute to developing a reputable organisation which has integrity and credibility, through personal performance and behaviours
- Ensure standards of personal and management performance are consistent with enterprise requirements
- Provide a positive role model for others through personal and managerial performance
- Develop and implement plans in accordance with enterprise goals and objectives
- Develop, set and monitor key performance indicators and targets within the team/enterprise business plans



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