



Australian Government

BSBLDR411 Demonstrate leadership in the workplace

Release: 1

BSBLDR411 Demonstrate leadership in the workplace

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to lead teams and individuals by modelling high standards of conduct to reflect the organisation's standards and values.

The unit applies to individuals who are making the transition from being a team member to taking responsibility for the work and performance of others and providing the first level of leadership within the organisation. These leaders have a strong influence on the work culture, values and ethics of the teams they supervise.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Social Competence – Leadership

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare to demonstrate leadership	1.1 Identify organisation's requirements for management performance 1.2 Identify qualities required for positive management performance according to organisational policies and procedures 1.3 Develop and implement performance plans for individual and team according to organisation's business objectives 1.4 Establish key performance indicators according to organisation's business objectives
2. Align behaviour with organisational values	2.1 Locate and assess organisation's standards and values for conducting business

ELEMENT	PERFORMANCE CRITERIA
	2.2 Identify how own performance will contribute to upholding organisational values 2.3 Identify issues to be resolved according to organisational values 2.4 Gather and organise information relevant to the issues under consideration
3. Model leadership behaviour	3.1 Facilitate individual's and team's active participation in team decision-making processes 3.2 Examine options and assess associated risks to determine preferred course of action 3.3 Develop plan to implement decisions agreed by relevant individuals and teams 3.4 Use feedback processes to monitor the implementation and impact of decisions

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Reading	<ul style="list-style-type: none">Gathers, interprets and analyses text relating to organisational goals, standards and values to aid planning and decision making
Writing	<ul style="list-style-type: none">Records and reports key information related to the organisational goals, standards and objectivesResearches, plans and prepares documentation for relevant stakeholders
Oral Communication	<ul style="list-style-type: none">Uses structure and language when developing performance plans, or when seeking and providing information about organisational goals and objectives
Numeracy	<ul style="list-style-type: none">Identifies and comprehends mathematical information in familiar texts to establish key performance indicators
Enterprise and initiative	<ul style="list-style-type: none">Identifies how own role meshes with others and contributes to broader work goalsMonitors adherence to organisational policies and procedures and considers own role in terms of its contribution to broader goals of the work environment
Teamwork	<ul style="list-style-type: none">Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective outcomesIdentifies the importance of taking audience, purpose and contextual factors into account when making decisions about what to communicate with whom, why and how

Planning and organising	<ul style="list-style-type: none">• Develops plan to manage relatively complex, non-routine tasks with an awareness of how they contribute to longer term operational and strategic goals• Uses systematic, analytical processes in complex, non-routine situations, setting goals• Evaluates effectiveness of decisions in terms of how well they meet stated goals
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Unit Mapping Information

Supersedes and is equivalent to BSBMGT401 Show leadership in the workplace.

Supersedes but is not equivalent to BSBMGT405 Provide personal leadership.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>