



Australian Government

BSBPMG633 Provide leadership for the program

Release: 1

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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 provide leadership for the program. It covers leadership strategies to motivate and inspire individuals and organisations to work constructively toward attainment of program benefits through consolidating program vision, managing risks and supporting staff.

The unit applies to individuals who are program managers and those managing a suite of projects (a program). They operate within assigned authority levels, are responsible for their own performance and sometimes the performance of others.

Individuals in this role may be operating within an organisation, a business or as a consultant.

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

Unit Sector

Business Competence – Project Management

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. Establish program vision and environment	1.1 Identify program vision, and organisation mission and values 1.2 Identify stakeholder objectives and expectations 1.3 Assist relevant stakeholders to develop and sustain the documented program vision 1.4 Consult with stakeholders and confirm program vision is in line with organisation mission and values
2. Manage risks	2.1 Identify and manage differences in views and expectations 2.2 Attend to issues and concerns according to organisational

ELEMENT	PERFORMANCE CRITERIA
	policies and procedures 2.3 Identify and address threats to socially responsible practice within the program 2.4 Develop program socially responsible practice policies and procedures to guide team members to report breaches of socially responsible practice 2.5 Develop risk management plan and strategies
3. Support staff learning	3.1 Establish behavioural expectations for constituent project managers 3.2 Define, document and communicate with relevant stakeholders agreed roles and responsibilities 3.3 Communicate with relevant stakeholders, and identify and define learning needs and opportunities 3.4 Develop and maintain plans for identifying, capturing, disseminating and exchanging knowledge 3.5 Facilitate environment for reflection on and review of practices and activities 3.6 Coach relevant stakeholders to work toward attainment of program benefits
4. Evaluate leadership	4.1 Evaluate outcomes and identify opportunities for improvement 4.2 Seek feedback from relevant stakeholders on leadership skills and processes 4.3 Document feedback received and identify improvement needs and opportunities for future leadership

Foundation Skills

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

SKILL	DESCRIPTION
Learning	Uses feedback to grow and develop own skills and experience and applies practical strategies to facilitate learning
Reading	Applies appropriate strategies to construct meaning from complex texts
Writing	- Develops and updates roles and plans using language and structure to suit the audience - Designs and develops documents according to organisational formats
Oral	Participates in a range of verbal exchanges using clear and detailed language to provide relevant information

SKILL	DESCRIPTION
Communication	• Uses active listening and questioning techniques to confirm understanding
Self-management	• Contributes to the design of organisational policies and protocols that support goals of the organisation • Understands responsibilities of own role and its contribution to broader goals of the work environment
Teamwork	• Selects and uses appropriate conventions and protocols when communicating with stakeholders to share information • Encourages a collaborative culture within own sphere of influence, investing time in building and maintaining effective working relationships and facilitating respect and commitment between stakeholders
Planning and organising	• Organises and implements tasks required to action knowledge management plans • Makes a range of critical and non-critical decisions in relatively complex situations, taking a range of factors into account • Identifies issues, and used problem-solving skills to evaluate options and decide on appropriate actions

Unit Mapping Information

Supersedes and is equivalent to BSBPMG617 Provide leadership for the program.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for BSBPMG633 Provide leadership for the program

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- provide leadership for a program of work.

In the course of above, the candidate must:

- choose and apply interpersonal and leadership styles according to situation
- treat stakeholders fairly and equitably
- embed confidence, trust, ethical and sustainable practices
- develop and support personnel within program environment
- treat errors, mistakes and expressed concerns as learning opportunities
- design knowledge management methods and processes.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- behavioural models for the role of program manager
- program benefits
- strategies relevant to program management including
 - communication and negotiating styles and approaches
 - ethics, equity and fairness norms, regulations and legislation
 - learning and development methods and strategy
 - risk management plan and strategies
 - types and formats for program vision.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace documentation and resources relevant to program leadership
- feedback from stakeholders, which reflects how program leadership was implemented for a program.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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