

## BSB40520 CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT

### A practical leadership pathway for early childhood emerging leaders

Proactive Training provides accredited leadership and management training for people working in early childhood education and care. This program is designed for emerging leaders, room leaders, educational leaders, 2ICs, centre managers, and team members who are preparing to step into greater responsibility.

The course supports participants to build practical, values-led leadership capability in real workplace contexts. The focus is on self-management, communication, professional conduct, teamwork, developing others, and operational leadership within busy early learning environments.

Participants will explore how to regulate themselves under pressure, communicate clearly, support team performance, lead professional conversations, strengthen accountability, and contribute to a more consistent and positive service culture.

### Who this program is for

This program is suitable for people working in early childhood education and care who are currently leading, informally leading, or preparing to move into leadership responsibilities, including:

- Emerging leaders
- Room leaders
- Educational leaders
- 2ICs
- Centre managers
- Nominated supervisors
- Experienced educators preparing for greater responsibility

If you are an employer, approved provider, centre manager, or service representative seeking to build leadership capability across your team, please enquire about this program.

### Leadership approach

This program is grounded in practical transformational leadership. It is not tied to one organisation or one operating model. Participants are supported to lead through self-awareness, trust, communication, empowerment, reflection, accountability and continuous improvement.

The aim is to help early childhood leaders strengthen day-to-day leadership practice in ways that improve team confidence, service culture and consistency across rooms and teams.

## How the program works

- 6 x 1.5-hour facilitated Zoom workshops
- Mentoring and one-on-one support available throughout the enrolment period
- Practical workplace-based activities and reflection
- Designed to fit around service delivery and shift patterns
- Applied leadership tools participants can use immediately
- Assessment activities connected to real workplace leadership practice or realistic simulated service scenarios

Components of this program require students to have access to a computer and internet, and to possess the digital literacy needed to complete online learning and assessment activities.

## Leadership capability focus

### 1. Leading Self

Participants build the self-awareness, regulation and personal effectiveness needed to lead others well.

#### This includes:

- Understanding motivations, values and attitudes
- Recognising and managing bias
- Building emotional regulation under pressure
- Setting realistic work priorities
- Monitoring wellbeing and preventing burnout
- Following through on professional commitments

### 2. Communication and Influence

Participants develop clearer, more confident communication in everyday leadership conversations.

#### This includes:

- Understanding the audience and purpose of a message
- Preparing for important conversations
- Listening and responding professionally
- Giving feedback respectfully
- Leading difficult conversations
- Communicating expectations, change and accountability

### 3. Leading Teams

Participants learn how to build trust, support shared expectations and contribute to stronger team performance.

**This includes:**

- Building trust and psychological safety
- Clarifying team expectations
- Supporting collaboration across rooms and roles
- Addressing challenge and conflict constructively
- Delegating and empowering others
- Strengthening team culture and engagement

### 4. Developing Others

Participants build practical capability in coaching, feedback and learning support.

**This includes:**

- Recognising strengths and development needs
- Supporting learning and growth
- Using coaching conversations
- Giving practical feedback
- Identifying and planning learning opportunities
- Monitoring development and follow-through

### 5. Professional Conduct and Integrity

Participants strengthen their professional presence and leadership credibility.

**This includes:**

- Communicating with integrity
- Building respectful professional relationships
- Managing responsibilities ethically
- Leading through professional standards
- Supporting accountability and trust
- Modelling values-led conduct

## 6. Operational Leadership

Participants develop practical decision-making, planning and follow-through skills for busy service environments.

### This includes:

- Coordinating operational priorities
- Planning and organising work
- Making practical service-aligned decisions
- Managing competing priorities
- Supporting accountability and delegation
- Turning ideas into action

### What emerging leaders will build

- Stronger self-awareness and emotional regulation
- More confidence in communication and influence
- Practical feedback, coaching and difficult conversation skills
- Better follow-through on commitments
- Greater confidence when setting expectations
- Improved judgement when balancing people, compliance, quality and operational priorities

### Outcomes for early learning services

- Supports emerging leaders before they step into senior roles
- Improves communication, accountability and consistency
- Builds stronger day-to-day leadership capability across rooms and teams
- Reduces escalation of routine people and performance issues
- Strengthens team engagement, trust and continuity
- Contributes to a more reflective, improvement-focused service culture

### Likely shifts you would see

#### In emerging leaders

- More proactive leadership
- More consistent decision-making
- Clearer communication
- Stronger follow-through on commitments
- Increased confidence in professional conversations

## Across the service

- Stronger team engagement
- Better teamwork and capability growth
- More consistent communication and expectations
- Improved trust-based team performance
- Greater continuity and stability

## UNIT OVERVIEW

The qualification is delivered through practical leadership skillsets that connect nationally recognised units with transformational leadership practice in early childhood education and care.

### Communication and Influence

- BSBLDR412 Communicate effectively as a workplace leader
- BSBCMM412 Lead difficult conversations

### Leading Self

- BSBPEF402 Develop personal work priorities
- BSBPEF402 Lead personal development

### Operational Leadership

- BSBOPS402 Coordinate business operational plans
- BSBXTW401 Lead and facilitate a team

### Leading Teams

- BSBLDR414 Lead team effectiveness
- BSBCRT413 Collaborate in creative processes

### Developing Others

- BSBHRM413 Support the learning and development of teams and individuals
- BSBLDR411 Demonstrate leadership in the workplace

### Professional Conduct and Integrity

- BSBXCM401 Apply communication strategies in the workplace
- BSBLDR413 Lead effective workplace relationships

## Funding and fees

This program may be delivered under Victorian and Federal funding. Limited places are available and eligibility criteria apply.

**Maximum fee-for-service cost:** \$5310, dependent on unit selection.

## Contact

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