



# The Professional Certificate in Workplace Leadership

Invest in yourself today to enhance your leadership skills and boost your leadership career trajectory

**100% online**



THE UNIVERSITY OF  
MELBOURNE

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# ONLINE PROFESSIONAL CERTIFICATE IN WORKPLACE LEADERSHIP

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## Overview

**Offered by the University of Melbourne and designed and delivered by industry experts and leaders from the Centre of Workplace Leadership, the Professional Certificate in Workplace Leadership has been created with a very specific student in mind.**

**You are a senior professional looking to advance your capacity as a leader, to better position yourself for more senior roles, or to better lead and support teams and maximise workplace performance.**

The fully online course offers flexibility for students with an already busy schedule, and will give you the skills, knowledge, networks and confidence you need to pursue your first – or next leadership role. Developed specifically for the digital environment, you get the latest technology along with the quality of a University of Melbourne education.

*“Here at the University of Melbourne we have some of the world’s leading experts in the field of leadership as well as great connections and networks in industry. We have brought that expertise and those networks into the course so that students will have a unique access to those insights and connections to be able to develop their leadership and their future in the workplace.”*

Professor Peter Gahan, Founder and Director  
Centre for Workplace Leadership,  
The University of Melbourne.

## Who is this course for?

You are not someone who is content in just following. You have a bachelor degree and you are already working in a managerial role, but you may be new to the role or feel you are ready to advance from being a good leader to a great one. Whatever the case may be, you know the time to sharpen your skills and knowledge isn't ten or fifteen years down the track – it's now.

This course has been designed for professionals from a wide range of roles within various sectors including, information technology, engineering, healthcare, supply and distribution, advanced manufacturing and professional services (legal services, financial services, consultancies etc.)

## What are the benefits?

The 16-week Professional Certificate in Workplace Leadership will help you to develop the foundations of your leadership skills, while solidifying and enhancing the leadership skills you have already acquired.

The high-impact leadership development that you gain is based on the latest evidence and research, that you can apply practically and immediately in your own workplace.

As a graduate of this course, you will gain the knowledge and confidence to take the next step in your career, and you will have acquired an extensive network of high-achieving peers from a variety of industries.

## What will I learn?

On successful completion of this professional certificate you will be able to:

- Identify the knowledge, skills and applications of effective workplace leadership
- Analyse key issues related to leadership style(s) and team and overall business performance
- Explain how leadership impacts on organisational performance, both positively and adversely
- Understand your role and personal ability to effect practice of leadership within your teams, departments and broader organisations
- Demonstrate the ability to coach and support others to maximise their workplace performance
- Design a personal leadership development plan
- Apply new skills and knowledge in the workplace.

## Subject summaries

Subjects	Points
<p>Foundations of Leadership</p>	<p>This subject investigates what leadership is, why it is important and analyses the factors that impact upon workplace leadership and the impacts leadership has in an organisational context.</p> <p>As a student, you'll undertake assessment and reflective exercises to help you gain insights into your own leadership values, strengths and weaknesses. You'll use these to create a personal leadership development plan.</p> <p>You'll also develop fundamental leadership skills such as collaboration and teamwork, relationship building, listening and communication, as well as self-reflection.</p> <p>This subject provides the foundation for the second subject in the course, Leadership in Practice.</p>
<p>Leadership in Practice</p>	<p>In this subject you'll learn and apply more advanced knowledge and skills. You'll be encouraged to exercise and foster leadership within more complex organisational environments and systems. You'll undertake collaborative leadership challenges, developing your systems and strategic thinking, as well as your abilities as a decision maker, coach and supporter of colleagues.</p> <p>Drawing on the individual leadership development plan you developed in Foundations of Leadership, you'll also devise and implement an intervention case study for your own workplace leadership scenario.</p>

## Entry requirements

In order to be considered for entry, you must have completed:

- An undergraduate degree or equivalent AND
- One year of documented relevant post graduation professional experience, which demonstrates the capacity to undertake the course successfully.

Meeting these requirements does not guarantee selection.

In ranking applications, the Selection Committee will consider:

- Prior academic performance; and
- Relevant post- graduation professional experience

The Selection Committee may seek further information to clarify any aspect of an application with the above criteria.

Applicants are required to satisfy the university's English language requirements for graduate courses. For those applicants seeking to meet these requirements by one of the standard tests approved by the Academic Board, **performance band 6.5** is required.

## Course structure and fees

Course	Structure	Point program	2018 Indicative Fee
Professional Certificate in Workplace Leadership (16 weeks over two terms)	<ul style="list-style-type: none"><li>• 2 core subjects (Foundations of Leadership and Leadership in Practice)</li></ul>	25 points	A\$5,752*

Course fees are the same for both domestic and international students.

Fees are paid on a per subject basis each term, and total course fees are not required to be paid up-front.

The fees listed are the indicative costs for 2018\*. The University reviews fees annually. The indicative total course fee is based on typical subject enrolments, and includes an indexation of 5 per cent per annum.

If you are an Australian Citizen or Permanent Humanitarian Visa holder, you may be eligible for financial assistance from the Australian Government. You may be eligible for the government loan scheme known as FEE-HELP, which isn't normally the case for leadership and executive programs.

For more information about fees and if you are eligible for fee assistance please visit:

**[futurestudents.unimelb.edu.au/admissions/fees](http://futurestudents.unimelb.edu.au/admissions/fees)** or contact our Student Support team on **[study-online@unimelb.edu.au](mailto:study-online@unimelb.edu.au)** or +61 3 8344 0149 (AEST: Mon - Fri 8am - 9pm, Sat - Sun, 10am - 5pm, Public Holidays 10am - 5pm).

## A world class university

The University of Melbourne is consistently ranked among the leading universities in the world. The Times Higher Education World University Rankings placed us number one in Australia and number 33 in the world in its most recent release (2016-2017).








## Studying online

Our courses are designed by a team of graphic designers, education technologists, video producers, video editors and technicians. Our expert e-learning designers work closely with teaching staff to make certain the content we create is ideal for the online medium. And, thanks to recent advances in technology, studying online is more interesting, enjoyable and interactive than ever before.

Online students come from different backgrounds and have many different stories to tell, but one thing that most have in common is that they're very busy. For that reason we make sure their education is as targeted and flexible as possible and available at the times that suit them. We make it possible to connect easily with experts and fellow students and to quickly access grades and academic feedback.

Although it's an entirely different learning experience to face-to-face, you will receive exactly the same qualification and graduation certificate as an on-campus student because you will achieve identical learning outcomes from the same academics that teach our on-campus courses.

As an online student at the University of Melbourne you can expect:

-  Enriching and engaging learning
-  Flexibility and choice
-  Connection with leading experts
-  Interaction and feedback
-  Dedicated Student Support team
-  Virtual student community
-  Specialisation and career advancement

## Dedicated student support

As an online student with the University of Melbourne you can expect a high level of administrative and technical and academic support from your initial expression of interest in the course, through to your graduation.

Don't be surprised if you get to know our Student Support team members by name; they are dedicated, personal and friendly and they understand that every student experience is unique. And if a challenge arises, they'll do everything in their power to assist you so that you can continue to have excellent learning experiences.

## Key dates

Term	Intake
Term 1	January
Term 3	July

Classes operate on a term-based schedule, with two intakes per year. For more information please visit [online.unimelb.edu.au/key-dates](https://online.unimelb.edu.au/key-dates).

## Learn more

To learn more about this course, contact our Student Support team on [study-online@unimelb.edu.au](mailto:study-online@unimelb.edu.au) or **+61 3 8344 0149 (AEST: Mon - Fri 8am - 9pm, Sat - Sun 10am - 5pm, Public Holidays 10am - 5pm)**.

## Ready to apply?

Apply online at [online.unimelb.edu.au/workplace-leadership](https://online.unimelb.edu.au/workplace-leadership)

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Ver. V40110

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