

5.3 Management and Leadership Essentials

5.3 Management and Leadership Essentials forms part of the **5.0 Workforce Development course** and is designed to provide an “essentials checklist” for those becoming a manager for the first time.

The Medical Technology Industry

The Australian medical technology industry includes Australian and overseas companies manufacturing and supplying medical devices, in vitro diagnostics and medical imaging equipment. The medical technology industry makes a highly significant contribution to the quality of health care in Australia.

What is the Workforce Development course?

Workforce development is seen as critical to enable employees to meet the constant challenges of the medical technology industry, and to address the strategic goals of the company. A range of modules are available as part of the *Workforce Development* course to address this learning need.

The *Workforce Development* course consists of a series of modules. Modules 5.1, 5.2, 5.3, 5.11, 5.12, 5.13, 5.14 and 5.16 are delivered as self-paced online learning. Modules 5.4 to 5.10 are delivered as online webinars. Module 5.15 is delivered face-to-face.

- 5.1 Introduction to the Australian Medical Technology Industry
- 5.2 Introduction to Leadership and Management
- 5.3 Management & Leadership Essentials
- 5.4 Implementing a Workplace Wellness Program
- 5.5 The Emotionally Intelligent Leader
- 5.6 High Performing Teams
- 5.7 Managing Work Priorities and Delegation
- 5.8 Conducting Challenging Conversations
- 5.9 Managing Conflict in the Workplace
- 5.10 Bullying and Harassment: Avoiding a David Jones Situation
- 5.11 Planning Projects
- 5.12 OHS Fundamentals
- 5.13 Interpreting Medical Technology Industry Data
- 5.14 Summarising Statistical Distributions for the Medical Technology Industry
- 5.15 Media Skills
- 5.16 Customer Focus

What topics are covered in this module?

This self-paced module will provide an “essentials checklist” for those becoming a manager for the first time.

Learning outcomes

- Appreciates the management functions model
- Recognises the link between strategic planning and effective management.

Who should participate?

This module targets staff who have been:

- promoted from a ‘technical’ position to a management role
- recruited from outside the medical technology industry to middle management or team management roles.

The recommended pre-requisite training for this Level 1 module is *5.2 Introduction to Leadership and Management*. This free self-paced online module is available from MTAA.

How much does it cost?

The cost of this self-paced online module including GST is \$165 for MTAA/VHIA members and \$330 for non-members to register. Once payment is accepted, applicants will be registered.

How do I register?

Please visit *Training* under *Professional Development* on the MTAA website www.mtaa.org.au to register. Participants will receive via email a *Certificate of Participation* at the end of the training.

This module is aligned to the unit of competency *BSBMGT605A Provide Leadership Across the Organisation*. Satisfactory completion of optional assessment tasks can lead to the award of a Statement of Attainment for the unit of competency.

For further information about MTAA courses, please contact the Professional Development Manager on (02) 9900 0650 or email pd@mtaa.org.au