

# Certificate IV in Business (Leadership)

## BSB40120

the  
**ACCM**  
difference

*ACCM College's online program reflects*

- **No extra fees!** All services included in the enrolment fee.
- **Maximum flexibility** - No set study times or off-site training, set weekly training commitments around your daily operations.
- **Suitable for full time or part time employees.**
- **All materials online** - designed to suit a wide range of learning styles. Available 24/7 via computer, tablet or mobile phone.
- **Proactive Student Advisers** - helping to drive progress.

## Foundation Skills

- Effective leadership communication
- Critical thinking in the workplace
- Managing priorities and personal development
- WHS workplace obligations

## Specialty Skills

- Building and leading strong teams
- Staff training and development
- Developing business relationships
- Effective workplace/business relationship
- Strong professional writing skills



